Intermec

User's Manual

CN2B Mobile Computer

Intermec Technologies Corporation

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7 **Programming** 125

Before You Begin

This section provides you with safety information, technical support information, and sources for additional product information.

Safety Information

Your safety is extremely important. Read and follow all warnings and cautions in this document before handling and operating Intermec equipment. You can be seriously injured, and equipment and data can be damaged if you do not follow the safety warnings and cautions.

The next table explains how to identify and understand dangers, warnings, cautions, and notes that are in this document. You may also see icons that tell you when to follow ESD procedures and when to take special precautions for handling optical parts.

Warning

A warning alerts you of an operating procedure, practice, condition, or statement that must be strictly observed to avoid death or serious injury to the persons working on the equipment.

Caution

A caution alerts you to an operating procedure, practice, condition, or statement that must be strictly observed to prevent equipment damage or destruction, or corruption or loss of data.

Note: Notes either provide extra information about a topic or contain special instructions for handling a particular condition or set of circumstances.

Global Services and Support

Warranty Information

To understand the warranty for your Intermec product, visit the Intermec web site at www.intermec.com and click **Service & Support**. The **Intermec Global Sales & Service** page appears. From the **Service & Support** menu, move your pointer over **Support**, and then click **Warranty**.

Disclaimer of warranties: The sample code included in this document is presented for reference only. The code does not necessarily represent complete, tested programs. The code is provided "as is with all faults." All warranties are expressly disclaimed, including the implied warranties of merchantability and fitness for a particular purpose.

Web Support

Visit the Intermec web site at www.intermec.com to download our current manuals in PDF format. To order printed versions of the Intermec manuals, contact your local Intermec representative or distributor.

Visit the Intermec technical knowledge base (Knowledge Central) at intermec.custhelp.com to review technical information or to request technical support for your Intermec product.

Telephone Support

These services are available from Intermec Technologies Corporation.

Services	Description	In the USA and Canada call 1-800-755-5505 and choose this option
Factory Repair and On-site Repair	Request a return authorization number for authorized service center repair, or request an on-site repair technician.	1
Technical Support	Get technical support on your Intermec product.	2
Service Contract Status	Inquire about an existing contract, renew a contract, or ask invoicing questions.	3
Schedule Site Surveys or Installations	Schedule a site survey, or request a product or system installation.	4
Ordering Products	Talk to sales administration, place an order, or check the status of your order.	5

Outside the U.S.A. and Canada, contact your local Intermec representative. To search for your local representative, from the Intermec web site, click **Contact**.

Who Should Read This Document?

The *CN2B Mobile Computer User's Manual* is written for the person who is responsible for installing, configuring, maintaining, and troubleshooting the product.

Before you install and configure your product, you should be familiar with your network and general networking terms, such as IP address.

Related Documents

This table contains a list of related Intermec documents and their part numbers.

Document Title	Part Number
CN2B Mobile Computer Quick Start Guide	962-054-053

The Intermec web site contains Intermec documents (in PDF) that you can download for free.

To download documents

1 Browse to www.intermec.com.

2 Click **Service & Support** > **Manuals**.

3 In the **Select a Product** field, choose the product whose documentation you want to download.

To order printed versions of the Intermec manuals, contact your local Intermec representative or distributor.

Patent Information

This product is protected by one or more of the following patents:

4,455,523; 4,553,081; 4,709,202; 4,845,419; 4,961,043; 5,195,183; 5.216,233; 5,218,187; 5,218,188; 5,227,614; 5,241,488; 5,278,487; 5,322,991; 5,331,136; 5,331,580; 5,349,678; 5,397,885; 5,371,858; 5,373,478; 5,410,141; 5,488,575; 5,500,516; 5,504,367; 5,508,599; 5,530,619; 5,567,925; 5,568,645; 5,592,512; 5,598,007; 5,617,343; 5,627,360; 5,657,317; 5,671,436; 5,684,290; 5,777,309; 5,793,604; 5,805,807; 5,818,027; 5,821,523; 5,828,052; 5,831,819; 5,834,753; 5,841,121; 5,844,222; 5,883,492; 5,883,493; 5,886,338; 5,889,386; 5,898,162; 5,969,328; 5,986,435; 6,075,340; 6,109,528; 6,158,661; 6,234,395; 6,244,512; 6,330,975; 6,431,451; 6,497,368; 6,538,413; Des. 417,445.

There may be other U.S. and foreign patents pending.

1 Introduction

This chapter introduces the CN2B Mobile Computer, developed by Intermec Technologies Corporation to enhance wireless connectivity needs.

This chapter contains hardware and software configuration information to assist you in making the most out of your CN2B Computer, including:

- Audio System (page 2)
- Battery (page 3)
- Beeper (page 8)
- Intermec Settings Applet (page 9)
- Key Sequences (page 9)
- LEDs (page 12)
- PSM Build Version (page 12)
- Resetting Your CN2B Computer (page 13)
- Software Build Version (page 14)
- Software Tools (page 14)
- Storage Media (page 15)
- Wireless Network Support (page 15)

Note: Desktop icons and applet icons are shown to the left.

Audio System

The audio system consists of a full range speaker, an internal microphone, and an external headset jack.

Speaker

A speaker capable of variable volume levels is located on the back of the computer. This speaker has a transducer maximum volume of 85 dB at 10 cm, a frequency range of 1 to 8KHz, and a separate volume control.
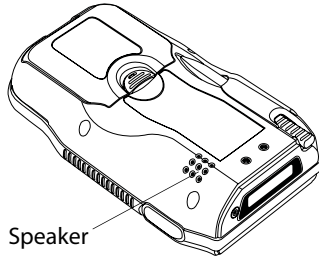
Speaker

Warning

Warning: Do not place the speaker next to your ear when the speaker volume is set to "Loud" (maximum), or you may damage your hearing.

Microphone

The built-in microphone is located on the front, left corner of the unit to the left of the keypad.

Microphone

External Headset Jack

The external headset jack connects a mobile phone style headset to your mobile computer for use in noisy environments. The jack is a 2.5 mm, three-conductor jack, with autosensing of the headset jack insertion which disables the internal speaker and microphone. The external headset jack is located on the top of the mobile computer next to the scanner.

Headset Jack
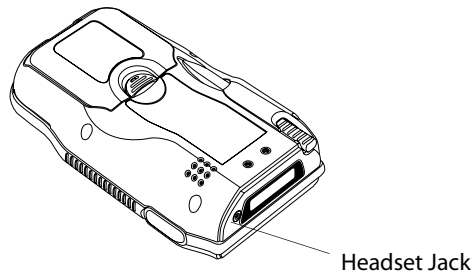
Battery

The CN2B Computer comes with an 8.64 Watt-hour, 3.7V, 2150maH, replaceable LiIon battery. To view the status of this battery, tap **Start** > **Settings** > the **System** tab > the **Power** icon > the **Power** tab to view the current status of both the main battery and the backup battery. Tap **ok** to exit.
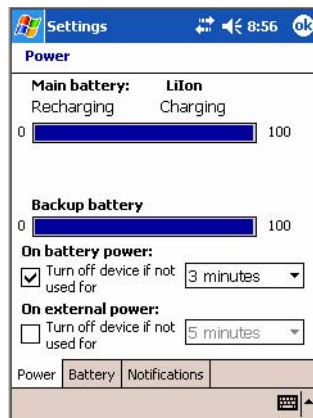
If your computer shuts down because of low battery conditions, your computer does not operate. This is done to ensure that data is protected. Although the battery does protect the data against loss for several hours, you should connect your computer to a power source when you first detect a low battery condition.

Your computer contains an internal supercapacitor, a temporary power storage device, that protects data for up to ten minutes. This is to give you time to replace the main battery pack before that data is lost. *Be sure to put the computer in a suspend mode before doing so.*

Warning

The lithium-ion battery pack that is used in this device may present a fire or chemical burn hazard if it is mistreated. Do not disassemble it, heat it above 100°C (212°F), or incinerate it.

Caution

Removing the main battery when the backup battery low or critically low icon appears on the status bar may cause your CN2B to cold boot and you may lose data.

Caution

If you fail to replace the battery immediately, you may lose important data or applications.

If you have at least one device in your CN2B Computer (radio, scanner, or imager), the battery power fail level is set so that after the system shuts down in a low battery condition, there is still sufficient charge to allow the unit to remain configured, keep proper time, and maintain DRAM (Dynamic Random Access Memory) for at least 23 to 32 hours at room temperature *if* the main battery remains in the mobile computer.

The configuration and time are lost if:

- The battery discharges beyond this level.
- The battery is removed when the computer is *not in suspend mode.*
- A cold reset is performed on the computer.

Power

You can modify RAM maintenance in a limited way. On the CN2B Computer, tap **Start** > **Settings** > the **System** tab > the **Power** icon > the **Battery** tab. Drag the top slider bar to the right to change the suspend voltage to favor suspend time over rundown time, then click **ok** to exit.
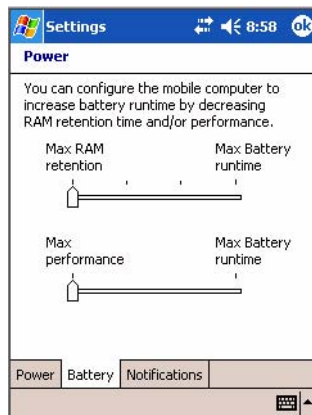
Installing and Charging the Battery

Make sure you fully charge the battery before you use your CN2B Computer. To charge the battery, you need to install it in the CN2B Computer.

To install and charge the battery

1 Push down on the battery door latch, and pull up on the battery door.
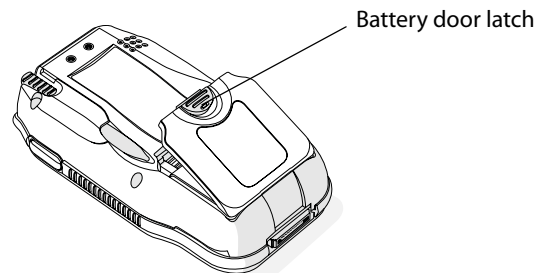
Battery door latch

2 Remove the battery door and set it aside.

3 Align the battery contacts, and insert the battery in the battery compartment. Press down on the battery until it clicks into place.
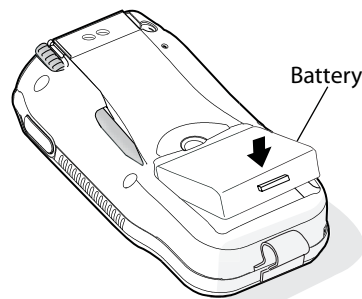
Battery

4 Replace the battery door.

5 Connect the AC power supply (P/N: 074246) to the power connector on the back of the CN2B communications dock (P/N 225-696-001), and then connect the power cord to the AC power supply.

Caution

You must use only the Intermec power supply approved for use with the CN2B Computer. Using any other power supply will damage the CN2B Computer.

Note: For help installing and using the communications dock, see the *CN2 Communications Dock Quick Start Guide* (P/N: 930-061-001), which shipped with the dock.

6 Connect the power cord to an AC power outlet. The green Power light on the communications dock turns on.

AC power supply

Communications dock

Power light
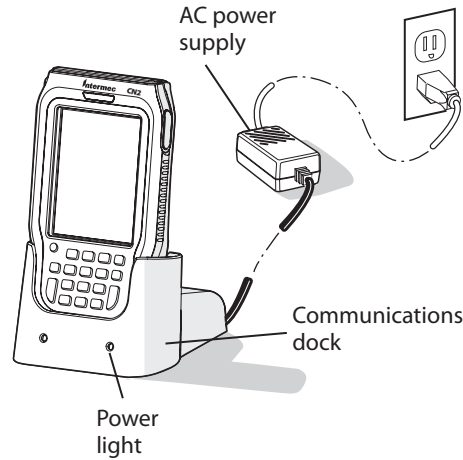
7 Place the CN2B Computer in the communications dock. The battery is fully charged in approximately four hours.

Removing the Battery

Follow these instructions to remove the battery from the CN2B Computer.

Only use the stylus to remove the battery. If you use any other tool or method to remove the battery, you may damage the battery or the CN2B.

Caution

Removing the main battery when the backup battery low or critically low icon appears on the status bar may cause your CN2B to cold boot and you may lose data.

Caution

If you fail to replace the battery immediately, you may lose important data or applications.

Caution

To remove the battery

1 Push down on the battery door latch, and pull up on the battery door.
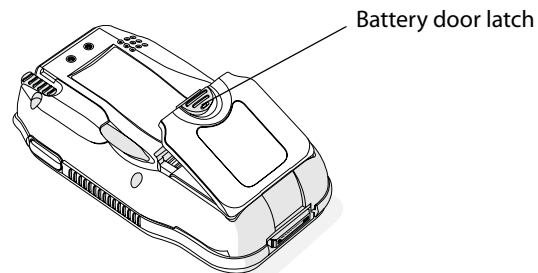
Battery door latch

2 Remove the battery door and set it aside.

3 Insert the stylus between the battery and the CN2B case, and press straight down until the battery is released.
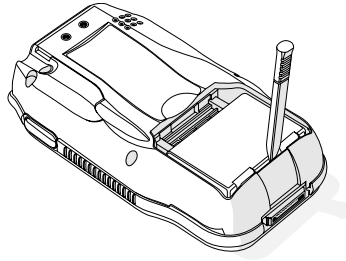
4 Lift the battery out of the battery compartment.

Maximizing Battery Life

- Set the Backlight Timeout to 10 seconds.

- Verify that Radio Power Management is enabled (Fast PSP). Enabling radio power management allows your radio to switch between awake and sleep modes based on network traffic.

- Verify that each setting under Power Management has a value of 1 minute for a combined automatic shutoff time of 3 minutes.

Beeper

Note: Each time a cold-boot is performed on the CN2B Computer, all default settings are restored unless registry storage is enabled. See page 191 for information about enabling the registry storage.

For information about setting volume levels for screen taps, ActiveSync alert noises, and so forth, tap **Start** > **Help** > **Pocket PC Basics**, then select **Notifications**.

Enabling the Beeper

Tap **Start** > **Settings** > the **Personal** tab > **Sounds & Notifications** > the **Volume** tab, then drag the **System volume** slider bar away from the "Silent" position.

Adjusting the Beeper Volume

Tap or drag the **System volume** slider bar to your most comfortable level.

Disabling the Beeper

Drag the **System volume** slider bar completely to the left to the "Silent" position, then tap **ok** to exit this applet.
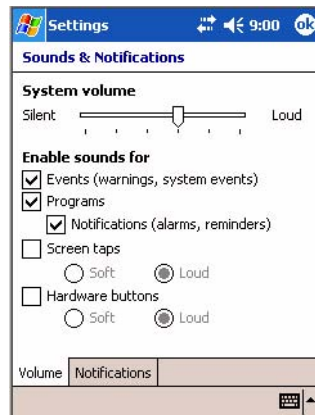
Intermec Settings Applet

Use the Intermec Settings applet to gather, view, and update device configuration settings. Information about the settings you can configure with the Intermec Settings applet is in the *Intermec Computer Command Reference Manual* (P/N: 073529) available online at www.intermec.com.

See the Data Collection Resource Kit in the Intermec Developer Library (IDL) for information about data collection functions. The IDL is available as a download from the Intermec web site at www.intermec.com/idl. Contact your Intermec representative for more information.

Tap **Start** > **Settings** > the **System** tab > the **Intermec Settings** icon to access the applet.
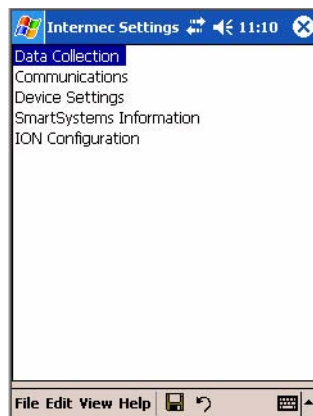
Key Sequences

Use these key sequences to enter characters into your CN2B Computer.

[Orange] Plane Keys

The **orange** plane key provides you access to display controls, special characters, and Pocket PC options.

Press the **orange** key for each orange plane key stroke you wish to make. For example to turn on the front light, press and hold the **orange** key plus the **[3]** key. To turn the front light off, press the appropriate keys again. Below and on the next page are the key sequences.

This table lists sequences that use the **orange** plane key. See Chapter 2, "Windows Mobile 2003" to learn about the Pocket PC applications.

Press the Keys	To Do This
orange [3]	Toggle the backlight on or off (also goes through backlight power levels if held down)
orange [.]	Access the Pocket PC Record application *(see Note)*.

Press the Keys	To Do This
orange [4]	Access the Pocket PC Calendar application *(see Note)*.
orange [5]	Access the Pocket PC Contacts application *(see Note)*.
orange [6]	Access the Pocket PC Tasks application *(see Note)*.
orange [7]	Move up one page.
orange [8]	Enter an asterisk (*).
orange [9]	Move down one page.
orange [0]	Access the Pocket PC Start menu.
orange [ENTER]	Enter an at symbol (@).
orange [BkSp]	Enter a backslash (/).
orange [Esc]	Enter a minus sign (–).
orange [Action]	Enter a plus sign (+).
orange [➔|]	Tab to the right.
orange [|←]	Tab to the left.

Note: Pocket PC applications are accessible only if configured to do so in the App Launch portion of the Utilities applet. See page 193 for more information.

Alpha (Green) Plane Keys

You can enter the alphabet using the Alpha (green) plane keys. Below and on the next page are the key sequences.

When you press **[Alpha]**, the Scanning/Alpha LED shows red for the Alpha mode. The keypad stays in Alpha mode until you press **[Alpha] again**.

To type a lowercase "c," press **[Alpha] [2] [2] [2]**. To type a letter on the same key as the last letter entered, wait two seconds, then enter the correct series of keystrokes to create the next letter.

While you are in the Alpha mode and you press [**1**] to initiate the CAPS mode, you will render a CAPS LOCK until you press [**1**] again. Once you are in CAPS mode, you stay in CAPS until it is pressed again.

Press [**0**] to enter a space.

To Enter	Press the Keys	To Enter	Press the Keys
a	**[Alpha] [2]**	A	**[Alpha] [1] [2]**
b	**[Alpha] [2] [2]**	B	**[Alpha] [1] [2] [2]**

To Enter	Press the Keys	To Enter	Press the Keys
c	**[Alpha] [2] [2] [2]**	C	**[Alpha] [1] [2] [2] [2]**
d	**[Alpha] [3]**	D	**[Alpha] [1] [3]**
e	**[Alpha] [3] [3]**	E	**[Alpha] [1] [3] [3]**
f	**[Alpha] [3] [3] [3]**	F	**[Alpha] [1] [3] [3] [3]**
g	**[Alpha] [4]**	G	**[Alpha] [1] [4]**
h	**[Alpha] [4] [4]**	H	**[Alpha] [1] [4] [4]**
i	**[Alpha] [4] [4] [4]**	I	**[Alpha] [1] [4] [4] [4]**
j	**[Alpha] [5]**	J	**[Alpha] [1] [5]**
k	**[Alpha] [5] [5]**	K	**[Alpha] [1] [5] [5]**
l	**[Alpha] [5] [5] [5]**	L	**[Alpha] [1] [5] [5] [5]**
m	**[Alpha] [6]**	M	**[Alpha] [1] [6]**
n	**[Alpha] [6] [6]**	N	**[Alpha] [1] [6] [6]**
o	**[Alpha] [6] [6] [6]**	O	**[Alpha] [1] [6] [6] [6]**
p	**[Alpha] [7]**	P	**[Alpha] [1] [7]**
q	**[Alpha] [7] [7]**	Q	**[Alpha] [1] [7] [7]**
r	**[Alpha] [7] [7] [7]**	R	**[Alpha] [1] [7] [7] [7]**
s	**[Alpha] [7] [7] [7] [7]**	S	**[Alpha] [1] [7] [7] [7] [7]**
t	**[Alpha] [8]**	T	**[Alpha] [1] [8]**
u	**[Alpha] [8] [8]**	U	**[Alpha] [1] [8] [8]**
v	**[Alpha] [8] [8] [8]**	V	**[Alpha] [1] [8] [8] [8]**
w	**[Alpha] [9]**	W	**[Alpha] [1] [9]**
x	**[Alpha] [9] [9]**	X	**[Alpha] [1] [9] [9]**
y	**[Alpha] [9] [9] [9]**	Y	**[Alpha] [1] [9] [9] [9]**
z	**[Alpha] [9] [9] [9] [9]**	Z	**[Alpha] [1] [9] [9] [9] [9]**

LEDs

The battery status LED and the scanning/keypad shift and notification LED turn red, green, or yellow.

Battery Status LED

LED Color and Action	Description
Steady Green	Battery is more than 95% charged and unit is on charger.
Blinking Red	Battery is low. Blinking speed increases as the battery's power gets increasingly lower.
Red	Main battery is low; or if charging, remains red until your CN2B Computer reaches 95% charge status.
Yellow	The CN2B Computer is on a charging source and there is no battery pack installed. The mobile computer may also be out of the charging range of 32° to 122° F (0° to 50° C). When back in range, charging resumes and the LED changes to red or green.

Scanning/Keypad Shift and Notification LED

LED Color and Action	Description
Momentary Green	Indicates the scanner has initialized and had a good scan.
Steady Red	Indicates the keypad is shifted to the Alpha plane and the CN2B Computer is turned on.

PSM Build Version

The Persistent Storage Manager (PSM) is an area of storage which is embedded in a section of the system's FLASH memory. This storage area is *not* erased when a cold-boot is performed. It may, however, erase during the reflashing process. In addition to storing applications and data files, you do have the option to store a persistent registry to the PSM region.

To determine what PSM Build is on your CN2B Computer, tap **Start** > **Programs** > **File Explorer**. Access the **Flash File Store** folder from the **My Device** root directory, then tap the **PSMinfo** text file. Tap **ok** to exit.
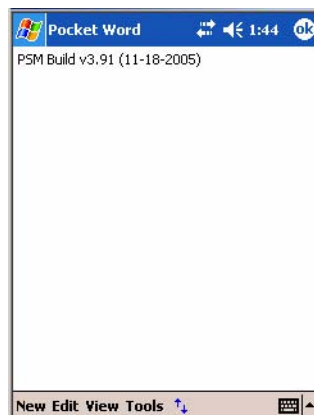
Resetting Your CN2B Computer

Performing a Warm-Boot

Performing a warm-boot may be necessary to correct conditions where an application stops responding to the system. It does, however, unload all running programs.

Press and hold the I/O key for ten seconds, then the CN2B Computer continues from the screen you were at before you performed the warm-boot.

Performing a Cold-Boot

In some cases where the CN2B Computer completely stops responding, it may be necessary to perform a cold-boot. Because this may result in data loss, this procedure is not recommended unless all other recovery methods have failed.

Note: This deletes all programs and data stored in RAM including the Object Store. Make sure data is backed up to your host computer or a storage card before performing a cold-boot.

1 Pull the stylus from its slot in the back of the CN2B Computer.

Pull the stylus out
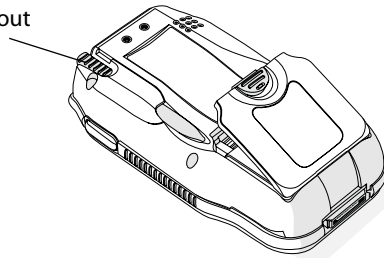
2 Using the stylus, press the reset button in the stylus slot.

Press to reset
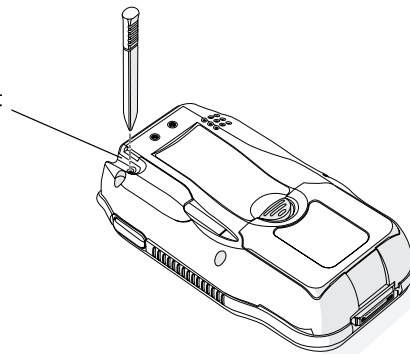
Software Build Version

Intermec	To check to see if your CN2B Computer has the latest software build, select **Start** > **Internet Explorer** > the **Intermec** logo.

The latest software build version is displayed beneath the **Version Informa-tion** title. This information is useful should you need assistance.
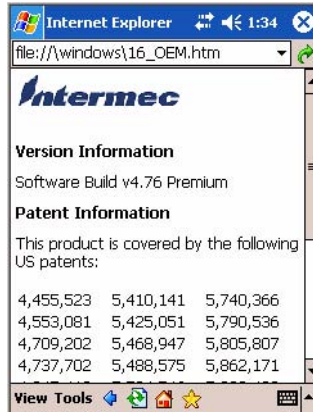
Software Tools

The following Intermec software tools are available as free downloads:

SmartSystems Foundation Console (www.intermec.com/SmartSystems)

This tool includes a management console that provides a default method to configure and manage Intermec devices "out-of-the-box," without the purchase of additional software licenses. This is for anyone who must configure and deploy multiple devices or manage multiple licenses.

Intermec Resource Kits (www.intermec.com/IDL)

Resource Kits provide tools that build applications using the features of Intermec devices. Resource kits include: Bluetooth, Communications, Data Collection, Device Settings, Mobile Gadgets, Printing, and RFID.

This is for anyone who develops software for the CN2B Computer.

Storage Media

Note: MultiMediaCards (MMCs) and CompactFlash (CF) storage cards are not supported in CN2B Computers.

The CN2B Computer supports the Secure Digital storage card. The CompactFlash card slot is embedded in the CN2B Computer and cannot be removed. To access the Secure Digital card slot, remove the battery door, then remove the battery pack to access the Secure Digital card slot.

Secure Digital
storage card
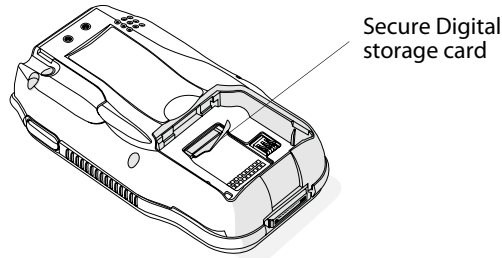
Wireless Network Support

Radios are installed at the factory and cannot be installed by a user. The CN2B Computer must be serviced to install or replace radios. Contact your Intermec representative for more information. See Chapter 4, "Network Support" for information about supported radios.

Note: Changes or modifications not expressly approved by Intermec Technologies could void the user's authority to operate the equipment.

Accessories

The following accessories are available for the CN2B Computer. *Note that this is not a complete list.* Contact your Intermec representative for information about these and other accessories that are not in this list.

Accessory Description	Intermec Part Number
Battery	074201
Universal Power Supply	074246-002
Universal Power Supply with Hirose Connector	074246-003
Car Charger	225-706-001
Communications Dock	225-696-001
USB Type B Interface Cable	321-576-002

Accessory Description	Intermec Part Number
Modem Dock	075499
Two-Wire Phone Cord	074326
Serial Scanner Adapter	074247
Handstrap	075400
Holster	074490
Dust Cover	074103
Screen Protector Kit	346-065-005
Screen Cleaner Kit	346-065-001
Replacement Stylus Kit	075405

Physical and Environmental Specifications

Use these specifications to locate technical information about the CN2B Computer and its available features and options.

Display
Transflective: TFT all-light readable color display with LED backlight
Pixels: 240x320
Diagonal: 89 mm (3.52 in)
Colors: 65 K

Environmental
Operating Temperature: -10° to 50°C (14° to 122°F)
Storage Temperature: -20° to 60°C (-4° to 140°F)
Relative Humidity: 5% to 95% noncondensing
Rain and Dust Resistance: IP54 compliant
Drop Specifications: 0.9 m (3 ft) drop, 26 times on concrete

Secure Digital Expansion Slots
The CN2B supports the Secure Digital storage card.

Integrated Scanner Options
EV10 Linear Imager

Integrated Wireless
802.11b/g (Wi-Fi® certified):   WLAN (802.11b/g)
Bluetooth™ compatible module

Keypad Options
Numeric

Memory and Storage
RAM Memory: 64 MB
Flash ROM: 64 MB, includes ROM folder for application storage

Microprocessor
Intel® XScale™ PXA255 Application Processor, 400 MHz

Operating System
Microsoft® Windows® Mobile software for Pocket PC

Physical Dimensions
Length: 147 mm (5.8 in)
Width: 86 mm (3.4 in)
Height: 35 mm (1.4 in)
Weight: 370 g (11.9 oz)

Power
Battery Type: Lithium-Ion (LiIon), 3.7V, (1x2200 mAh cells),
                  customer-replaceable
Battery Capacity: 8.64 Watt-hours
Battery Life: 6-10 hours, application dependent
Recharging Time: 4 hours

Regulator Approvals
FCC Part 15 Class B; UL Listing; CE Mark; CB Report

Standard Communications
RS232; USB

2 Windows Mobile 2003

This chapter introduces Microsoft Windows Mobile 2003 for Pocket PC. While using your CN2B Computer, keep these key points in mind:

- Tap **Start** on the navigation bar, located at the top of the screen, to quickly move to programs, files, and settings. Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menus, icons, and the onscreen keyboard.

- Tap and hold an item to see a pop-up menu containing a list of actions you can perform. Pop-up menus give you quick and easy access to the most common actions.

Below is a list of Windows Mobile 2003 components described in this chapter. Tap **Start** > **Help** on your CN2B Computer to find additional information on Windows Mobile components.

Microsoft ActiveSync (page 35)
Microsoft Pocket Outlook (page 36)
Pocket Word (page 60)
Pocket Excel (page 63)
MSN Messenger (page 65)
Windows Media Player for Windows Mobile (page 68)
Microsoft Reader (page 69)
Pocket Internet Explorer (page 71)

Software Builds

Go to "Software Build Version" on page 14 to determine which Intermec build of Windows Mobile 2003 is on your unit.

Where to Find Information

This chapter describes your CN2B Computer hardware, provides an overview of the programs on your CN2B Computer, and explains how to connect your CN2B Computer to a desktop, a network, or the Internet. For instructions on setting up your CN2B Computer and installing Active-Sync, see the Quick Start Guide. The following is a guide to more information to assist you use your CN2B Computer.

For Information:	See this Source:
Programs on the mobile computer.	This chapter and mobile computer Help. To view Help, tap **Start** > **Help**.
Additional programs that can be installed on the mobile computer.	The *Windows Mobile Companion CD*.
Connecting to and synchronizing with a desktop.	The Quick Start Guide or *ActiveSync Help* on your desktop. To view Help, click **Help** > **Microsoft ActiveSync Help**.
Last-minute updates and detailed technical information.	The Read Me files, located in the Microsoft ActiveSync folder on the desktop and on the *Windows Mobile Companion CD*.
Up-to-date information on your Windows Mobile.	www.microsoft.com/windowsmobile/resources/communities/default.mspx

Windows Mobile and many of the technologies supported by the CN2B Computer are not from Intermec Technologies. Many of the utilities and features on a Windows Mobile device come directly from Microsoft without any modification from Intermec Technologies. There may be certain Microsoft-specific issues that Intermec Technologies would not be able to support, so contact our front-line support personnel to determine the best source of assistance.

Use these URLs for additional information about Microsoft Windows Mobile (Pocket PC):

• msdn.microsoft.com/support/

• support.microsoft.com/

• news://news.microsoft.com *(a free support option)*

Basic Skills

Learning to use your CN2B Computer is easy. This section describes the basic concepts of using and customizing your CN2B Computer.

Today Screen

When you turn on your CN2B Computer for the first time each day *(or after four hours of inactivity)*, you see the **Today** screen. You can also display it by tapping the **Start** flag *(shown left)* and then **Today**. On the Today screen, you can see important information for the day.

Tap to start a program   Tap and hold to change the time format
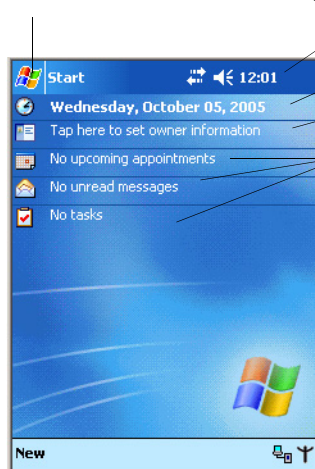
Tap to change owner information

Tap to change date and time

Your day at a glance. Tap to open the associated program

To customize what is displayed on the Today screen, including the background image, tap **Start** > **Settings** > the **Personal** tab > **Today**.

Status icons display information such as low batteries or when the CN2B Computer is connected to a desktop or to the Internet. You can tap an icon to open the associated setting or program.

Programs

You can switch from one program to another by selecting it from the **Start** menu. (You can customize which programs you see on this menu. For information, see "Adjusting Settings" on page 32.) To access some programs, tap **Start** > **Programs**, and then the program name.

You can also switch to some programs by pressing a program icon. Your CN2B Computer has one or more program icons located on the front or side of the computer. The icons on the icons identify the programs to which they switch.

Note: Some programs have abbreviated labels for check boxes and drop-down menus. To see the full spelling of an abbreviated label, tap and hold the stylus on the label. Drag the stylus off the label so that the command is not carried out.

The following is a partial list of programs that are on your CN2B Computer. Look on the *Windows Mobile Companion CD* for additional programs that you can install onto your CN2B Computer.

ActiveSync	Synchronize information between your CN2B Computer and desktop.
Calendar	Keep track of your appointments and create meeting requests.
Contacts	Keep track of your friends and colleagues.
Inbox	Send and receive e-mail messages.
Internet Explorer	Browse Web and WAP (Wireless Application Protocol) sites, and download new programs and files from the Internet.
Notes	Create handwritten or typed notes, drawings, and recordings.
Tasks	Keep track of your tasks.
Windows Media	Play digital audio and video files that are stored on your CN2B Computer or on a network.

Navigation Bar and Command Bar

The navigation bar is located at the top of the screen. It displays the active program and current time, switches to programs, and closes screens.
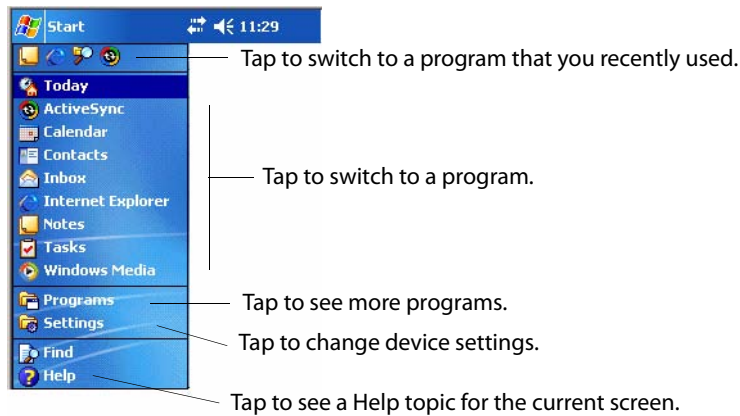
Tap to switch to a program that you recently used.

Tap to switch to a program.

Tap to see more programs.

Tap to change device settings.

Tap to see a Help topic for the current screen.

Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menu names, icons, and the **Input Panel** icon. To create a new item in the current program, tap **New**. To see the name of an icon, tap and hold the stylus on the icon. Drag the stylus off the icon so that the command is not carried out.

Tap to display the input panel.

Tap to select icon commands.

Tap to select menu commands.
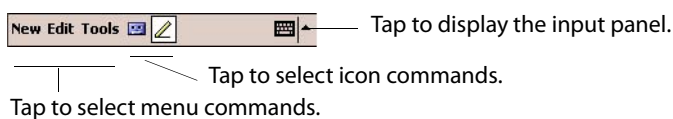
Pop-up Menus

Use pop-up menus to quickly perform an action on an item. For example, you can use a pop-up menu to delete or make a copy of an item. To access a pop-up menu, tap and hold the item on which you want to perform the action. When the menu appears, tap the action to perform, or tap anywhere outside the menu to close the menu without performing the action.

Lift the stylus and tap the action you want

Tap and hold to display the pop-up menu

Tap outside the menu to close it without performing an action
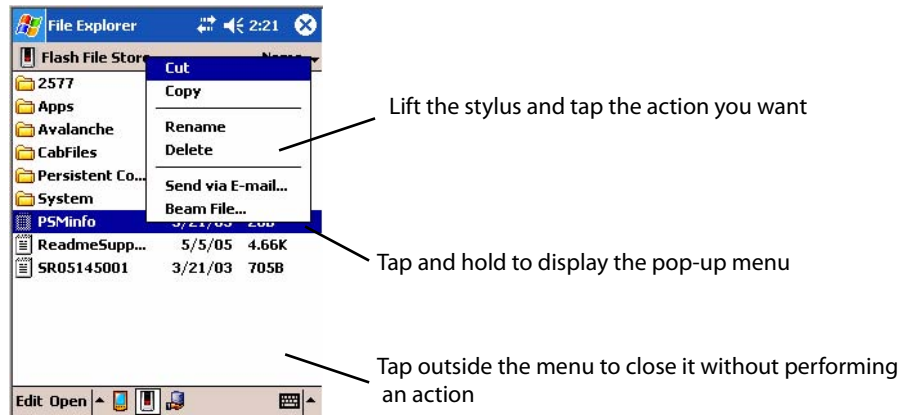
Notifications

When you have something to do, your device notifies you in a variety of ways. For example, if you have set up an appointment in Calendar, an e-mail message arrives, or a friend sends you an instant message, you are notified in any of the following ways:

- A message box appears on the screen.

- A sound, which you can specify, is played.

- A light flashes on your CN2B Computer.

You can choose the notification types.

Entering Information

You can enter information on your CN2B Computer in several ways, depending on the type of device you have and the program you are using:

- **Synchronizing**
  Using Microsoft ActiveSync, synchronize or copy information between your desktop and CN2B Computer. For more information on Active-Sync, see *ActiveSync Help* on your desktop.

- **Typing**
  Using the input panel, enter typed text into the CN2B Computer either by tapping keys on the onscreen keyboard or using handwriting recognition software.

- **Writing**
  Using the stylus, write directly on the screen.

- **Drawing**
  Using the stylus, draw directly on the screen.

- **Recording**
  Create a stand-alone recording or embed a recording into a document or note.

Use the input panel to enter information in any program on your CN2B Computer. You can either type using the onscreen keyboard or write using **Block Recognizer**, **Letter Recognizer**, or **Transcriber**. In either case, the characters appear as typed text on the screen.

To show or hide the input panel, tap the **Input Panel** icon. Tap the arrow next to the **Input Panel** icon to see your choices.
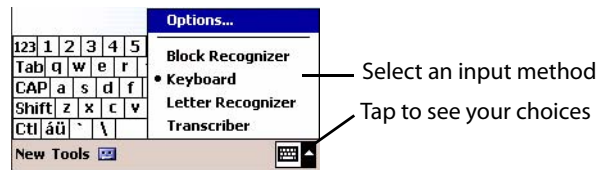
When you use the input panel, your CN2B Computer anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your CN2B Computer, the more words it anticipates.
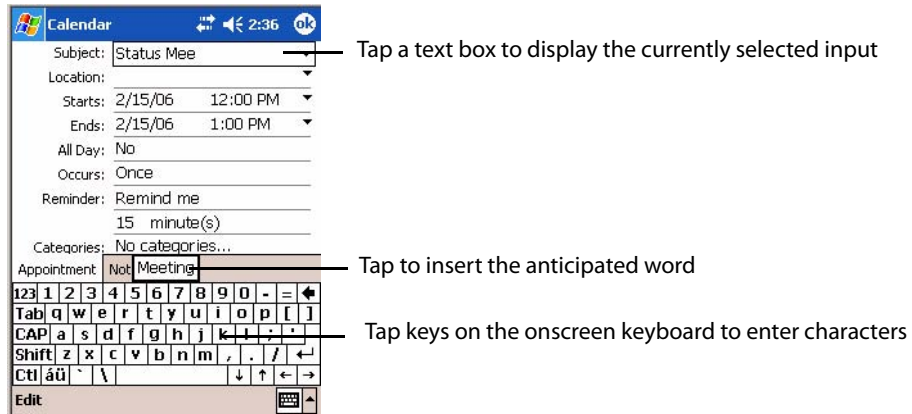
Typing With the Onscreen Keyboard

Tap the input panel arrow, then tap **Keyboard**. On the soft keyboard that is displayed, tap the keys with your stylus.

- To type lowercase letters, tap the keys with the stylus.

- To type a single uppercase letter or symbol, tap the **Shift** key. To tap multiple uppercase letters or symbols, tap the **CAP** key.

- To convert a letter to uppercase, tap and hold the stylus on the letter and drag up.

- To add a space, drag the stylus to the right across at least two keys.

- To backspace one character, drag the stylus to the left across at least two keys.

- To insert a carriage return, tap and hold the stylus anywhere on the keyboard and drag down.

To use larger keys, tap the input panel arrow, tap **Options**, select "Keyboard" from the **Input method** drop-down list, then select **Large keys**.
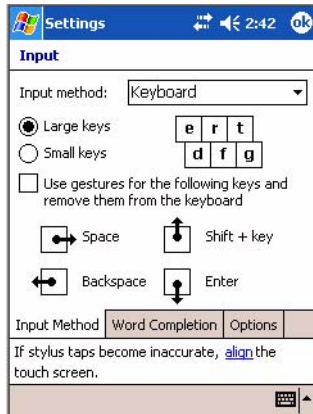
Using Block Recognizer

Character recognition software gives you a fast and easy method for entering information in any program on your CN2B Computer. Letters, numbers, and punctuation you write are translated into typed text.

Tap the input panel arrow, then tap **Block Recognizer**. Write a letter in the box, which then is converted to typed text that appears on the screen.

For specific instructions on using Block Recognizer, with Block Recognizer open, tap the question mark next to the writing area.

Tap for assistance
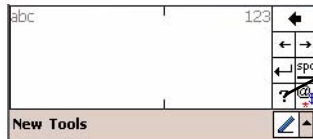
Using Letter Recognizer

With Letter Recognizer, you can write letters using the stylus just as you would on paper.

Tap the input panel arrow, then tap **Letter Recognizer**. Write a letter in the box. When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Letter Recognizer, with Letter Recognizer open, tap the question mark next to the writing area.
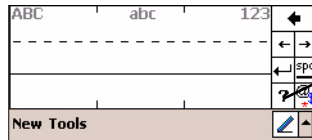
Tap for assistance

Using Transcriber

With Transcriber, you can write anywhere on the screen using the stylus just as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence, then pause and let Transcriber change the written characters to typed characters.

Tap the input panel arrow, then tap **Transcriber**. Tap **ok**, then write anywhere on the screen.

For specific instructions on using Transcriber, with Transcriber open, tap the question mark in the lower, right-hand corner of the screen.

Tap for assistance

Selecting Typed Text

To edit or format typed text, you must select it first. Drag the stylus across the text you want to select. You can cut, copy, and paste text by tapping and holding the selected words and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu.

Writing on the Screen

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

- Tap the **Pen** icon to switch to writing mode. This action displays lines on the screen to help you write.

Tap to use your stylus like a pen
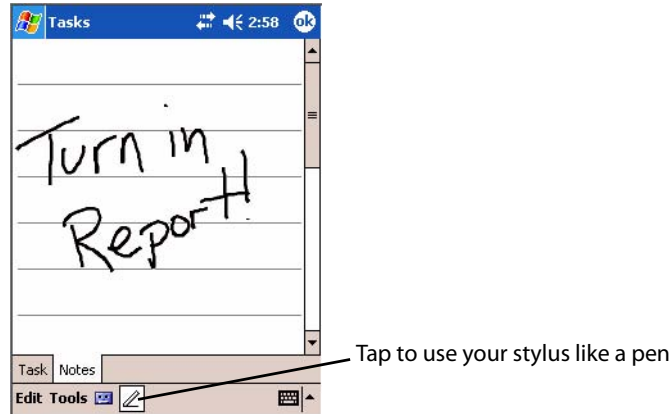
Note: Some programs that accept writing may not have the **Pen** icon. See related documentation to find out how to switch to writing mode.

Selecting the Writing

If you want to edit or format writing, you must select it first.

1 Tap and hold the stylus next to the text you want to select until the insertion point appears.

2 Without lifting, drag the stylus across the text you want to select.

If you accidentally write on the screen, tap **Tools** > **Undo** and try again. You can also select text by tapping the **Pen** icon to deselect it and then dragging the stylus across the screen.

You can cut, copy, and paste written text in the same way you work with typed text: tap and hold the selected words and then tap an editing command on the pop-up menu, or tap the command on the **Edit** menu.

Converting Writing to Text

You can convert words you write in print or cursive to text by tapping **Tools** > **Recognize**. If a word is not recognized, it keeps its original form.

To convert only certain words, tap **Pen** to disable the writing function, tap twice over the word or phrase to highlight, then tap **Tools** > **Recognize**.

The writing is turned to text

Select the text to convert, then tap Recognize on the pop-up menu
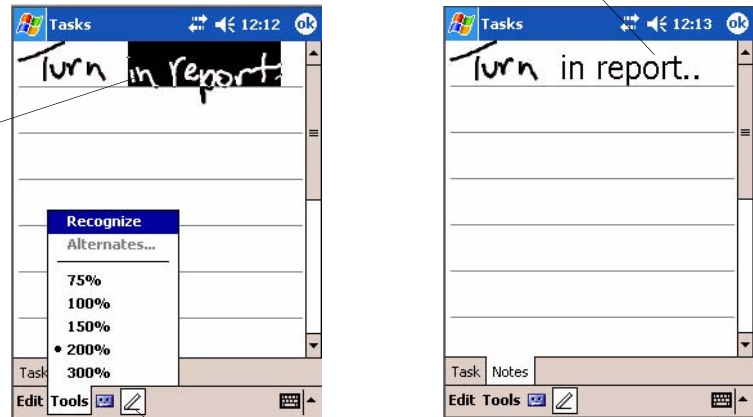
Tap to disable the Pen function

If the conversion is incorrect, you can choose different words from a list of alternates or return to the original writing. To do so, tap and hold the incorrect word (tap one word at a time). On the pop-up menu, tap **Alternates**. Tap the word use from the menu with a list of alternate words, or tap the writing at the top of the menu to return to the original writing.

Tap to return to your original writing

Or tap the word you want to use
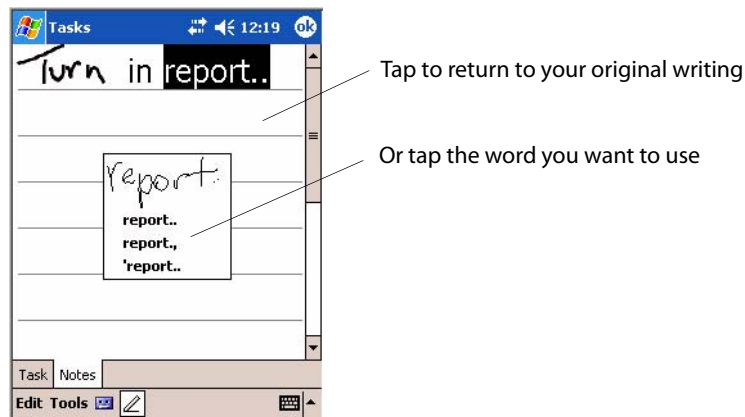
Tips for getting good recognition:

* Write neatly.

* Write on the lines and draw descenders below the line. Write the cross of the "t" and apostrophes below the top line so they are not confused with the word above. Write periods and commas above the baseline.

* For better recognition, increase the zoom level to 300% by using the **Tools** menu. Recognition does not work well below a 150% zoom level.

- Write the letters of a word closely and leave big gaps between words so the CN2B Computer can easily tell where words begin and end.

- Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.

- If you add writing to a word to change it (such as changing a "3" to an "8") after you attempt to recognize the word, the writing you add is not included if you attempt to recognize the writing again.

Drawing on the Screen

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

Creating a Drawing

- After your first stroke, wait for a drawing box to appear around the area you marked. Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross the borders of the box are considered writing.
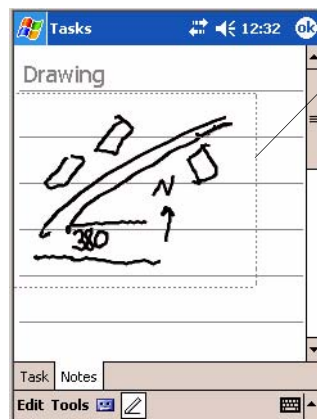
The drawing box indicates the boundary

Note: You may want to change the zoom level so that you can more easily work on or view your drawing. Tap **Tools** and then a zoom level.

Selecting a Drawing

If you want to edit or format a drawing, you must select it first. Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect the **Pen** icon and then drag to select the drawings you want.

You can cut, copy, and paste selected drawings by tapping and holding the selected drawing and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu. To resize a drawing, make sure the **Pen** icon is not selected, and drag a selection handle.

Recording a Message

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

In the Inbox program, you can add a recording to an e-mail message. In Calendar, Tasks, and Contacts, you can include a recording in the **Notes** tab. In the Notes program, you can create a stand-alone recording or add a recording to an open note.

Creating a Recording

1 Hold the CN2B Computer microphone near your mouth or source of sound. Tap the red recording button and make your recording.

2 Tap the black stop recording button when finished. If you are recording in an open note, an icon appears in the note. If you are creating a stand-alone recording, it appears in the note list.

3 To play a recording, tap the recording icon in the open note or tap the recording in the note list.

Note: To quickly create a recording, hold down the **Record** hardware icon. When you hear the beep, begin your recording. Release the icon when you are finished. The new recording is stored in the open note or as a stand-alone recording if no note is open.

Playing a Recording

To play a recording, tap it in the list or tap its icon in the note.
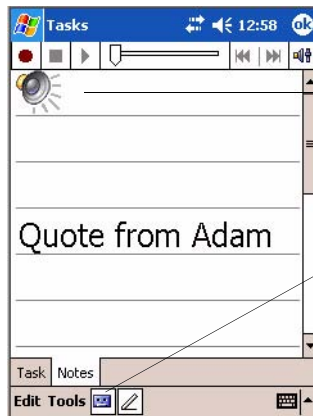
Indicates an embedded recording

Tap to show or hide the recording toolbar

Using My Text

When using Inbox or MSN Messenger, use **My Text** to quickly insert pre-set or frequently used messages into the text entry area. To insert a message, tap **My Text** and tap a message.

- To quickly add common messages, tap **My Text**, then tap a message.

- To edit a My Text message, tap **Tools** > **Edit My Text Messages**. Tap the message to edit and enter new text at the bottom of the screen.

Tap to select a prewritten message
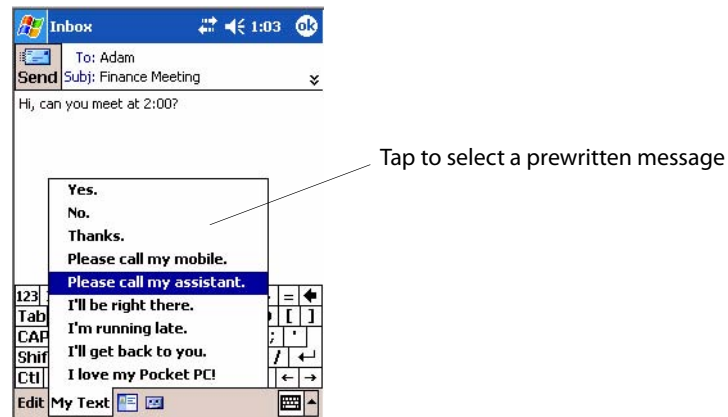
Finding and Organizing Information

The **Find** feature on your CN2B Computer helps you quickly locate information. Tap **Start** > **Find**. Enter the text you want to find, select a data type, and then tap **Go** to initiate the search.

Note: To quickly find information that is taking up storage space on your CN2B Computer, select **Larger than 64 KB in Type**.

You can also use the File Explorer to find files on your CN2B Computer and to organize these files into folders. Tap **Start** > **Programs** > **File Explorer**.

Tap the folder name to open it

Tap New Folder to create a new folder
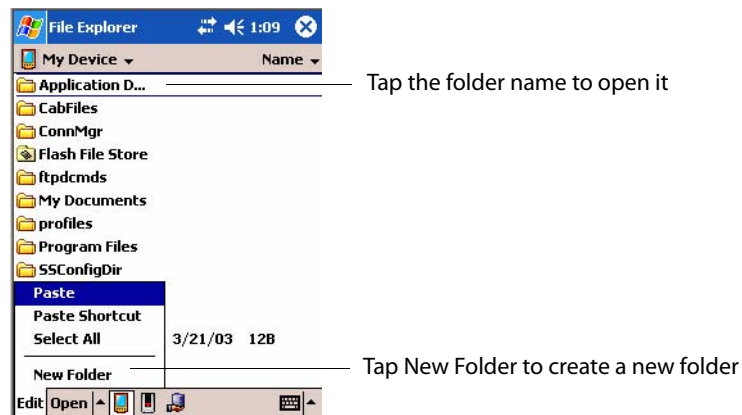
Note: You can move files in File Explorer by tapping and holding the item to move, and then tapping **Cut** or **Copy** and **Paste** on the pop-up menu.

Customizing Your CN2B Computer

You can customize your CN2B Computer by adjusting settings and installing additional software.

Adjusting Settings

You can adjust settings to suit the way you work. To see available options, tap **Start** > **Settings** > either the **Personal** tab or the **System** tab located at the bottom of the screen. You might want to adjust the following:

Personal tab   System tab
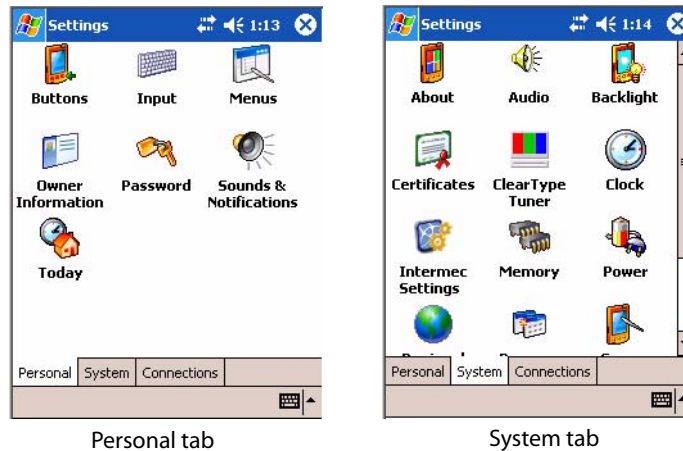
Menus	To customize what appears on the **Start** menu, and to enable a pop-up menu from the **New** icon.
Owner Information	To enter your contact information.
Password	To limit access to your CN2B Computer.
Today	To customize the look and information displayed on the **Today** screen.
Clock	To change the time or to set alarms.
Power	To maximize battery life.

Adding or Removing Programs

Programs added to your CN2B Computer at the factory are stored in ROM (Read Only Memory). You cannot remove this software, and you cannot accidentally lose ROM contents. ROM programs can be updated using special installation programs with a *.XIP extension. All other programs and data files added to your CN2B Computer after factory installation are stored in RAM (Random Access Memory).

Install any program created for your CN2B Computer, as long as there is enough memory. The most popular place to find software for your CN2B Computer is on the Windows Mobile Web site (www.microsoft.com/windowsmobile/resources/communities/default.mspx).

Adding Programs Using ActiveSync

Install the appropriate software for your CN2B Computer on your desktop before installing it on your CN2B Computer.

1 Determine your CN2B Computer and processor type so that you know which version of the software to install. Tap **Start** > **Settings** > the **System** tab > **About** > the **Version** tab, then make a note of the information in **Processor**.
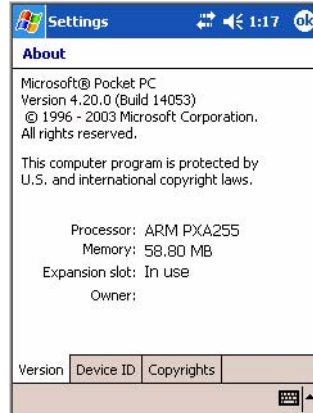
2 Download the program to your desktop (or insert the CD or disk that contains the program). You may see a single *.XIP, *.EXE, or *.ZIP file, a SETUP.EXE file, or several versions of files for different CN2B Computer types and processors. Be sure to select the program designed for the Windows Mobile and your CN2B Computer processor type.

3 Read any installation instructions, Read Me files, or documentation.

4 Connect your CN2B Computer and desktop.

5 Double-click the *.EXE file.

- If the file is an installer, the installation wizard begins. Follow the directions on the screen. Once the software is installed, the installer automatically transfers the software to your CN2B Computer.

- If the file is not an installer, an error message stating that the program is valid but it is designed for a different type of computer is displayed. Move this file to your CN2B Computer. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your CN2B Computer. For more information on copying files using ActiveSync, see *ActiveSync Help*.

Once installation is complete, tap **Start** > **Programs**, and then the program icon to switch to it.

Adding a Program Directly from the Internet

1 Determine your CN2B Computer and processor type so that you know which version of the software to install. Tap **Start** > **Settings** > the **System** tab > **About** > the **Version** tab, then make a note of the information in **Processor**.

2 Download the program to your CN2B Computer straight from the Internet using Pocket Internet Explorer. You may see a single *.XIP, *.EXE, or *.ZIP file, a SETUP.EXE file, or several versions of files for different CN2B Computer types and processors. Be sure to select the program designed for the Windows Mobile and your CN2B Computer processor type.

3 Read program installation instructions, Read Me files, or other documentation. Many programs provide installation instructions.

4 Tap the file, such as a *.XIP or *.EXE file to start the installation wizard. Follow the directions on the screen.

Adding a Program to the Start Menu

Tap **Start** > **Settings** > **Menus** > the **Start Menu** tab, and then the check box for the program. If you do not see the program listed, you can either use File Explorer on the CN2B Computer to move the program to the **Start Menu** folder, or use ActiveSync on the desktop to create a shortcut to the program and place the shortcut in the **Start Menu** folder.

Using File Explorer on the CN2B Computer

Tap **Start** > **Programs** > **File Explorer**, and locate the program (tap the folder list, labeled **My Documents** by default, and then **My Device** to see a list of all folders on the CN2B Computer). Tap and hold the program and tap **Cut** on the pop-up menu. Open the **Start Menu** folder located in the Windows folder, tap and hold a blank area of the window, and tap **Paste** on the pop-up menu. The program now appears on the **Start** menu. For more information on using File Explorer, see "Finding and Organizing Information" on page 31.

Using ActiveSync on the desktop

Use the Explorer in ActiveSync to explore your CN2B Computer files and locate the program. Right-click the program, and then click **Create Shortcut**. Move the shortcut to the Start Menu folder in the Windows folder. The shortcut now appears on the Start menu. For more information, see *ActiveSync Help*.

Removing Programs

Tap **Start** > **Settings** > the **System** tab > **Remove Programs**.

If the program does not appear in the list of installed programs, use File Explorer on your CN2B Computer to locate the program, tap and hold the program, and then tap **Delete** on the pop-up menu.

Microsoft ActiveSync

Visit the following Microsoft Web site for the latest in updates, technical information, and samples:

www.microsoft.com/windowsmobile/resources/communities/default.mspx

Using Microsoft ActiveSync, you can synchronize the information on your desktop with the information on your CN2B Computer. Synchronization compares the data on your CN2B Computer with your desktop and updates both computers with the most recent information. For example:

- Keep Pocket Outlook data up-to-date by synchronizing your CN2B Computer with Microsoft Outlook data on your desktop.

- Synchronize Microsoft Word and Microsoft Excel files between your CN2B Computer and desktop. Your files are automatically converted to the correct format.

Note: By default, ActiveSync does not automatically synchronize all types of information. Use ActiveSync options to turn synchronization on and off for specific information types.

With ActiveSync, you can also:

- Back up and restore your CN2B Computer data.

- Copy (rather than synchronize) files between your CN2B Computer and desktop.

- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while connected to your desktop or only when you choose the synchronize command.

- Select which information types are synchronized and control how much data is synchronized. For example, you can choose how many weeks of past appointments you want synchronized.

Before you begin synchronization, install ActiveSync on your desktop from the *Windows Mobile Companion CD*. For more information on installing ActiveSync, see your Quick Start card. ActiveSync is already installed on your CN2B Computer.

After installation is complete, the ActiveSync Setup Wizard helps you connect your CN2B Computer to your desktop, set up a partnership so you can synchronize information between your CN2B Computer and your desktop, and customize your synchronization settings. Your first synchronization process automatically begins when finished using the wizard.

After your first synchronization, look at Calendar, Contacts, and Tasks on your CN2B Computer. Notice that information you have stored in Microsoft Outlook on your desktop was copied to your CN2B Computer, and you did not have to type a word. Disconnect the CN2B Computer from your computer and you are ready to go!

Once you have set up ActiveSync and completed the first synchronization process, you can initiate synchronization from your CN2B Computer. To switch to ActiveSync on your CN2B Computer, tap **Start** > **ActiveSync**. Note that if you have a wireless LAN card, you can synchronize remotely from your CN2B Computer.

For information about using ActiveSync on your desktop, start ActiveSync on your desktop, and then see *ActiveSync Help*.
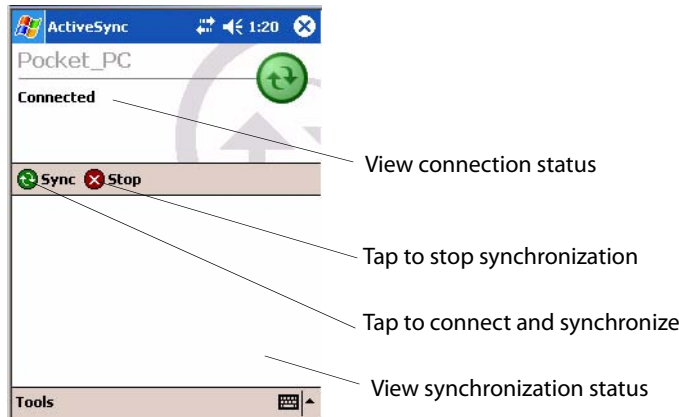
For more information about ActiveSync on your CN2B Computer, switch to ActiveSync, then tap **Start** > **Help**.

Microsoft Pocket Outlook

Microsoft Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, you can use e-mail addresses stored in Contacts to address e-mail messages in Inbox.

Using ActiveSync, you can synchronize information in Microsoft Outlook or Microsoft Exchange on your desktop with your CN2B Computer. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you made on your CN2B Computer and desktop or server and updates both computers with the latest information. For information on using ActiveSync, see *ActiveSync Help* on the desktop.

You can switch to any program by tapping it on the **Start** menu.

Calendar: Scheduling Appointments and Meetings

📅 Calendar	To switch to Calendar on the CN2B Computer, tap **Start** > **Calendar**.

Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Day, Week, Month, Year, and Agenda) and set Calendar to remind you of appointments with a sound or other method. Appointments for the day can display on the Today screen.

If you use Outlook on your desktop, you can synchronize appointments between your device and desktop.

Tap to go to Today

Tap to display or edit the appointment details
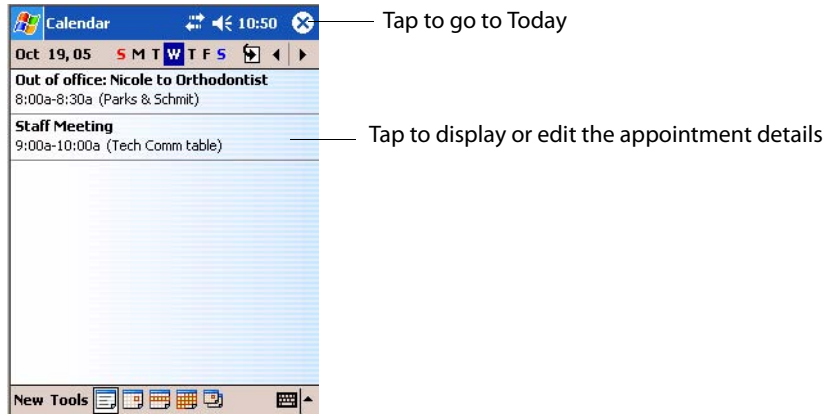
Synchronizing Calendar

Calendar items stored on your device can be synchronized with calendar items on your desktop or Microsoft Exchange Server. (Note you can only synchronize information directly with an Exchange Server if your company is running Microsoft Mobile Information Server 2002 or later.) Calendar synchronization is automatically selected in ActiveSync.

Calendar items entered on one computer are copied to the other during synchronization. Handwritten notes and drawings are saved as metafiles (pictures). For information on synchronization, see *ActiveSync Help* on the desktop.

Why Use Categories in the Calendar?

Use categories to group related tasks, contacts, and appointments. Then, use these groupings to quickly display only the information you want. For example, you can share your device with another by assigning appointments to a category with a special project's name. You can then use this category to filter Calendar and only display appointments for that project.

Note: In Month View, the day of an appointment assigned to the Holiday category appears in red.

This day was assigned the Holiday category
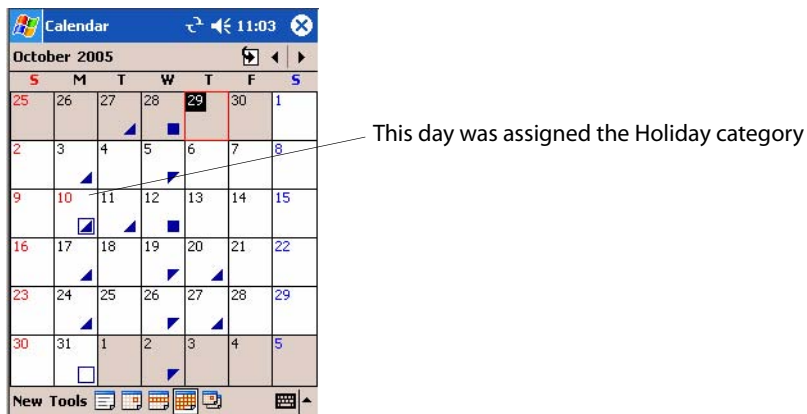
What's an All Day Event?

An appointment can either be a normal appointment or an all day event, which lasts the full day or spans many days. Examples include a trade show, a vacation, or a seminar. You can also use all day events to schedule an annual event, such as a birthday or anniversary. In this case, change the Status box to Free (you may need to scroll to see it) so that it does not show time as busy in your calendar. All day events do not occupy blocks of time in Calendar; they appear in banners at the top of the calendar.

Note: You cannot modify or create all-day events with attendees on the device. If you create all-day events with attendees on your desktop, use ActiveSync to copy such events to the device. Then, view them in Calendar. For more information on copying files, see *ActiveSync Help*. To use the device to schedule an appointment with attendees lasting all day, set type to "Normal," then adjust the date and time appropriately.

This describes the all-day event

What's a Recurrence Pattern?

If you have an appointment or task that you do on a regular basis, such as a weekly team meeting or a monthly status report, enter the item once and set a recurrence pattern for it. If the default patterns in the list are not what you need, you can create your own pattern using the wizard.
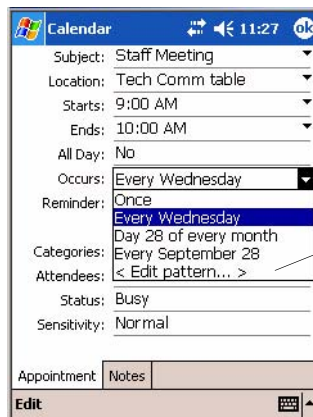
Select your recurrence pattern from this drop-down list

Select <Edit pattern...> to access the wizard to customize a recurrence

Viewing Appointments

You can view appointments in one of several views (Agenda, Day, Week, and Month). In Agenda view, upcoming appointments are displayed in bold. To see detailed appointment information in any view, tap the appointment. To see a list of available actions for an appointment, tap and hold the appointment. Tap **Start** > **Today** to quickly see your appointments for the day.
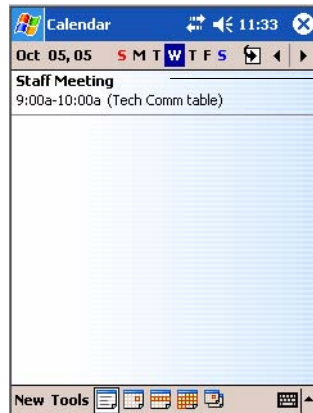
This displays the appointment in bold

Month view displays symbols to indicate the types of appointments you have on a given day. An upward triangle indicates a morning appointment; a downward triangle indicates an afternoon appointment. If you have appointments in the morning and afternoon, a solid square is displayed. If you have an all-day event not marked Free, a hollow square is displayed.

This displays a morning appointment

This displays appointments both morning and afternoon

This displays an afternoon appointment

This displays an all-day event not marked Free

Creating or Changing an Appointment

To create an appointment, tap **New**. To select a new date from a pop-up calendar, tap the display date. To enter or select a new time, tap the display time. Enter the appointment details, and when finished, tap **OK** to return to the calendar.

If you are working in Day view, tap the time slot for the new appointment and then tap **New** to have the time automatically entered for you.

To change an appointment, tap it in the calendar, then tap **Edit**. Change any appointment detail by tapping it and entering the new information.

Note: Tap the arrows to the right of the description and location boxes to choose from previous entries.

When entering a time, you can type military and abbreviated time forms, such as 2300 (becomes 11:00 PM), 913pm (becomes 9:13 PM), 911 (becomes 9:11 AM), and 9p (becomes 9:00 PM).

Tap to return to the calendar (appointment is saved automatically)

Tap to choose from predefined text

Tap to choose from previously entered locations

Tap to choose a date and time

Use Notes to record information
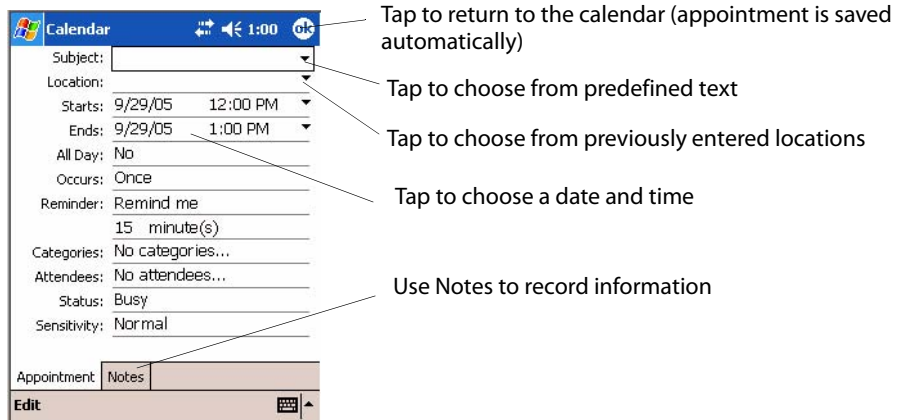
Creating an All Day Event

To create an all day event, do the following:

1 Tap **New**.

2 Tap **All Day**, then select **Yes**.

Tap to select whether this is an all-day event
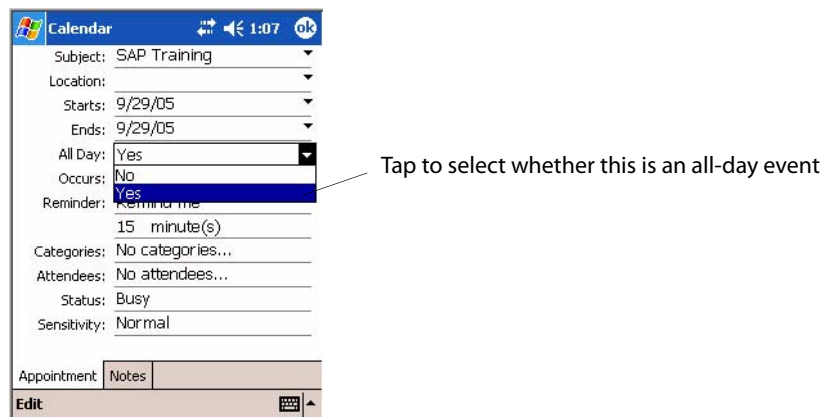
Note: To change an all-day event, switch to Day or Agenda view, tap the event listed at the top of the calendar, then tap **Edit**. Change any appointment detail by tapping it and entering the new information.

You cannot modify or create all day events with attendees on the CN2B Computer. If you create all day events with attendees on your desktop, use ActiveSync to copy such events to the CN2B Computer. Then, view them in Calendar. For more information on copying files, see *ActiveSync Help*. To use the device to schedule an appointment with attendees lasting all day, set type to Normal, then adjust date and time accordingly.

Setting a Reminder for an Appointment

Do the following to set a reminder for an appointment in the calendar:

1 Tap the appointment, then tap **Edit** to change the appointment.

2 Tap **Reminder** and select **Remind me**.

3 To change how many minutes before the appointment you are reminded, tap the minutes displayed, then select the new minutes from a drop-down or enter the new minutes. Tap **minutes** to change hours, days, or weeks.
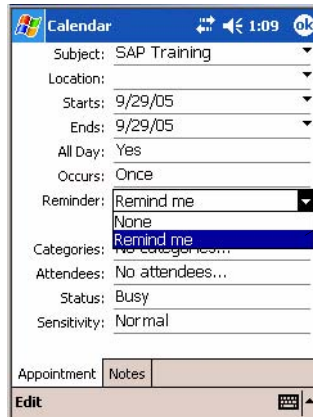
Tap whether to enable the reminder feature

Note: To automatically set a reminder for all new appointments, in the calendar, tap **Tools** > **Options**, select **Set reminders for new items**, then tap the number and timeframe options to change the information given.
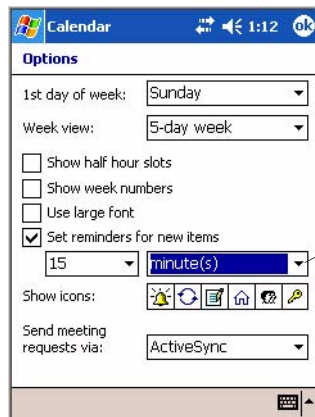
Tap this to set reminders for new appointments

Sounds & Notifications

To choose how you are reminded, for example by a sound, tap **Start** > **Settings** > the **Personal** tab > the **Sounds & Notifications** icon.

Adding a Note to an Appointment

You can add written or typed notes and even recordings (if your device supports recordings) to an appointment. This is a good place for maps, drawings, and other detailed information.

1 In the calendar, tap the appointment, then tap **Edit**.

2 Tap the **Notes** tab to enter notes. For specific instructions, tap **Start** > **Help** > **Notes** to see *Notes Help*.

Controls for the recorder

Use the stylus to write or draw information here

Tap to activate onscreen keyboard

Tap to activate writing pad

Tap to activate recorder
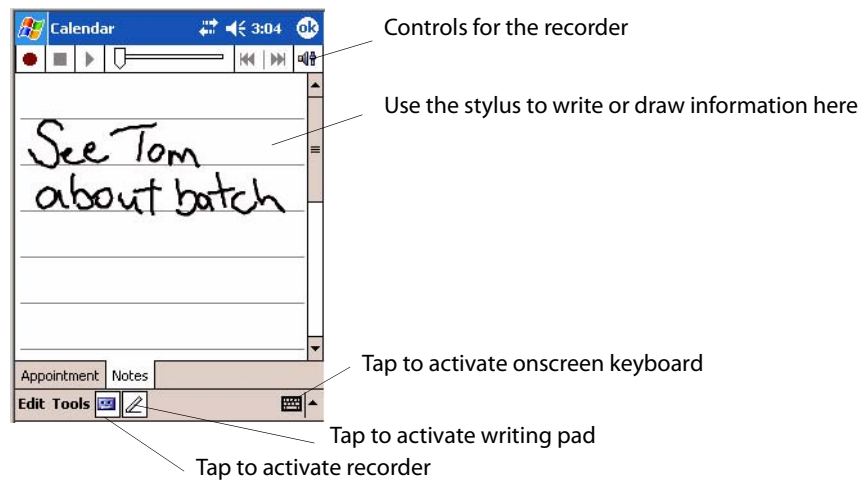
Note: To edit an existing note, tap the appointment in the calendar, tap **Edit**, then tap the **Notes** tab.

Making an Appointment Recurring

Do the following to make a recurring appointment:

1 In the calendar, tap the appointment, then tap **Edit**.

2 Tap **Occurs** and select a pattern from the list. Or, to create a new pattern, tap **<Edit pattern...>**, and follow the steps in the wizard.

Select your recurrence pattern from this list

Select <Edit pattern...> to access the wizard with which to customize your recurrence
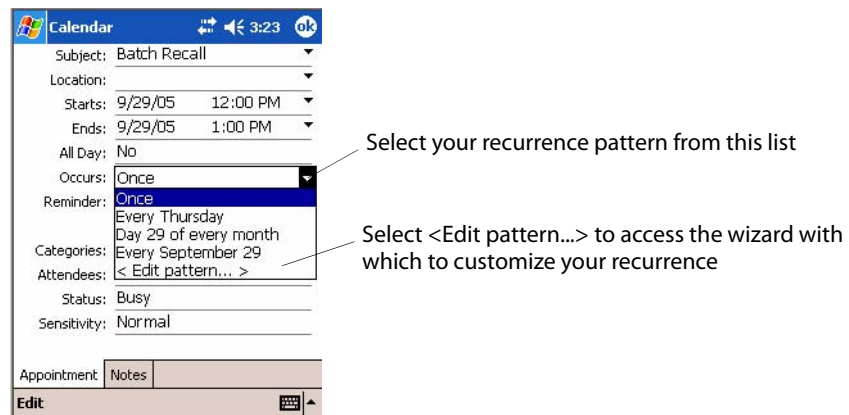
Assigning an Appointment to a Category

1 In the calendar, tap the appointment, then tap **Edit**.

2 Tap **Categories**.

3 On the **Select** tab, select the categories to which you want to assign the appointment.

4 To create a new category, tap the **Add/Delete** tab, enter the category name, then tap **Add**. The new category is automatically selected in the **Select** tab.

5 Tap **ok** to return to the appointment.

A check mark indicates a selected category
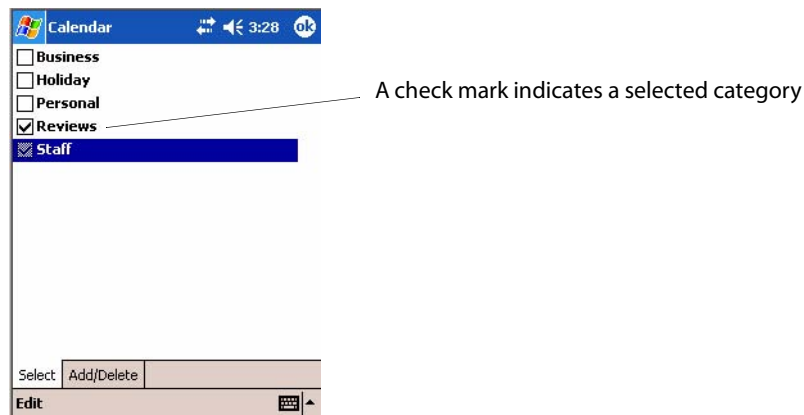
Note: To find an appointment assigned to a category, tap **Tools** > **Categories** and select the type of appointment that you want displayed. To show all appointments again, tap **Tools** > **Categories** and clear all categories.

Sending a Meeting Request

Use Calendar to schedule meetings with people who use Outlook or Pocket Outlook. When attendees receive a meeting request, they can accept or decline the meeting. If they accept, the meeting is automatically added to their schedule. In addition, their response is sent back to you, and your calendar is updated.

Before sending a meeting request, enter e-mail addresses in Contacts Help and set up Inbox to send and receive messages. For more information on sending and receiving meeting requests, tap **Start** > **Help** > **Calendar** to see *Calendar Help*, and tap **Start** > **Help** > **Inbox** to see *Inbox Help*.

1 Tap **New**, then enter the meeting information.

2 Hide the onscreen keyboard, if needed, then tap **Attendees**. Only those contacts with e-mail addresses are displayed. Select the contacts you want to invite, then tap **ok** to return to the appointment.

3 Select other desired options and then tap **ok**.

4 Inbox automatically creates a meeting request and sends it to the attendees the next time you synchronize with your desktop. Textual notes entered in the **Notes** tab (excluding writing or recordings) are sent also.
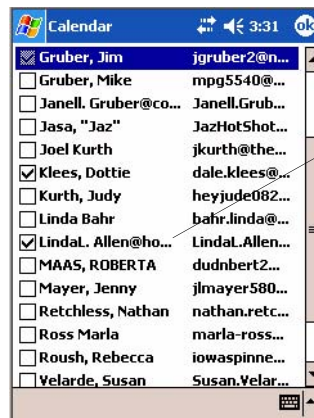
A check mark indicates a selected attendee

Note: If you are sending the meeting request through a connection to an ISP or the network, rather than through synchronization with your desktop, tap **Tools** > **Options**. From the Send meeting requests via drop-down list, tap the service to use to send the meeting request.

Finding an Appointment

There are two ways to find an appointment:

- Tap **Start** > **Find**, enter the appointment name, tap the **Type** arrow and select **Calendar** from the drop-down list, and then tap **Go**.

- In the calendar, tap **Tools** > **Categories** and select the type of appointment you want displayed. To show all appointments again, tap **Tools** > **Categories** and clear all categories.
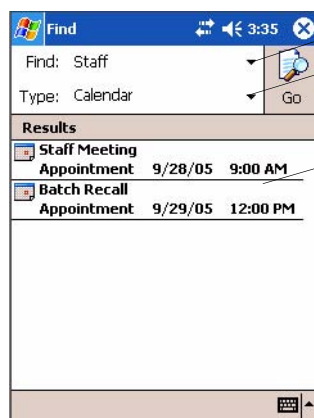
Enter a phrase or tap the list for existing phrases
Tap for a list of areas where to search this phrase

Tap these to see details

Note: In Find, you can tap the **Find** arrow to select from a list of items of previously searched items or phrases.

Deleting an Appointment

1 In the calendar, tap and hold the appointment.

2 On the pop-up menu, tap **Delete Appointment**. The next time you synchronize, the appointment is also deleted from the desktop.

Changing Calendar Options

In the calendar, tap **Tools** > **Options**.

• To see appointment indicators, select icons to display in **Show icons**. You can choose to display indicators for such things as recurring appointments, appointments with notes, and appointments with reminders. Tap and hold an icon to see its name.

• If you are having trouble reading the calendar, select **Use large font**. You may see less appointment information.

Tap this to view larger text

The Show icons consist of:
   Reminder, Recurs, Note, Location, Attendees, Private
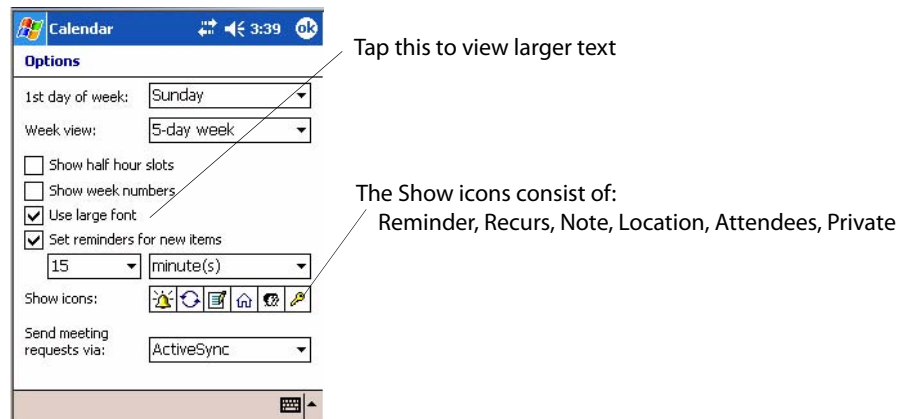
Contacts: Tracking Friends and Colleagues

> 📑 Contacts   To switch to Contacts on the CN2B Computer, tap **Start** > **Contacts**.

Contacts maintains a list of your friends and colleagues so that you can easily find the information you are looking for, whether you are at home or on the road. You can enter both personal and business information.

If you use Microsoft Outlook on your desktop, you can synchronize contacts between your CN2B Computer and your desktop.

Select the category of contacts you want displayed

Tap and enter part of a name to quickly find it

Tap to display or edit contact details

Tap to see additional phone #s and email addresses

Tap and hold to display a pop-up menu

Tap to toggle between Name and Company views
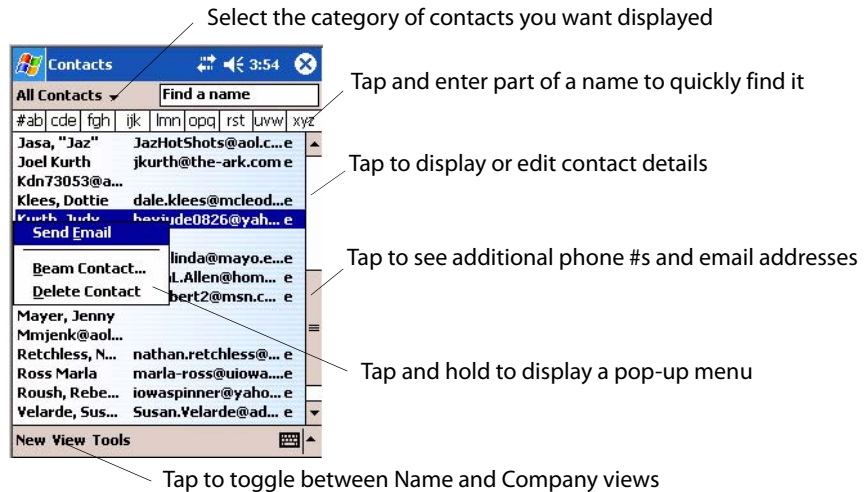
Creating a Contact

1 Tap **New**, then use the input panel to enter a name and other contact information. Scroll down to see all available fields.

2 To assign the contact to a category, scroll to and tap **Categories**, then select a category from the list, which can display contacts by category.

3 To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing Thoughts and Ideas" on page 54.

4 When finished, tap **OK** to return to the contact list.

Use Notes to store additional information

Scroll to see more fields
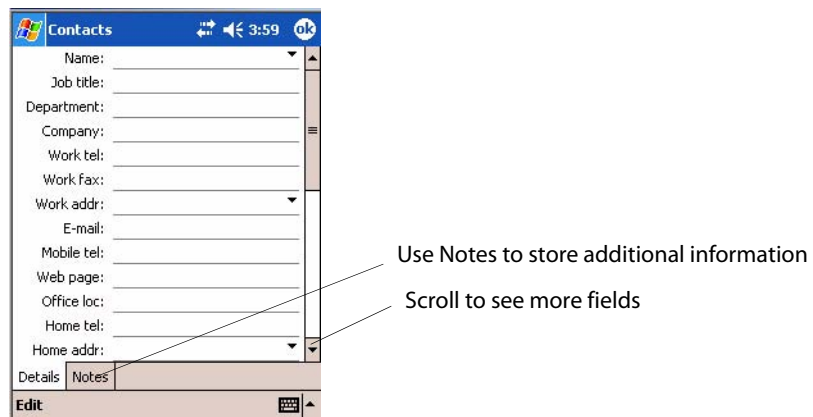
Synchronizing Contacts

Contacts stored on your device can be synchronized with Outlook contacts stored on your desktop or with Mobile Information Server 2002 or later.

New items entered in a location are copied to another during synchronization. Handwritten notes and drawings are saved as pictures when synchronizing with the desktop, but are removed when synchronizing with a server.

For information on synchronization, see *ActiveSync Help* on the desktop.

Viewing Contacts

The contact list displays the contact name and the first primary phone number or e-mail address specified for that contact. Contacts are ordered by name of contact or company.

- Tap the default letter (**h**ome, **w** ork, **m**obile, or **e**-mail) to the right of the contact to see additional phone numbers and e-mail addresses.

- Use your up/down controls on your keypad to select a contact, then press the left/right controls on your keypad to change the default number, displayed as a letter to the right of the contact name.

- To see more contact information, tap the contact.

- To see a list of available actions for a contact via a pop-up menu, tap and hold the contact.

- To see a list of contacts employed by a specific company, tap **View** > **By Company**. Then, tap the desired company name.

Note: You can change the appearance of the contact list by tapping **Tools** > **Options**.

Indicates the default

Tap for phone #s, email addresses
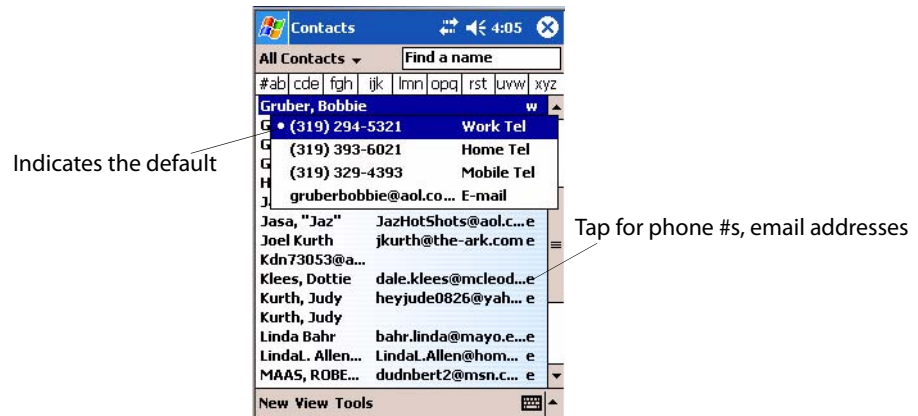
Creating or Changing a Contact

- To create a contact, tap **New**. To enter notes, tap the **Notes** tab. When finished, tap **ok** to return to the contact list.

- To change a contact, tap it in the contact list, and then tap **Edit**. To cancel edits, tap **Edit** > **Undo**. When finished making changes, tap **ok** to return to the contact list.

Note: If you enter a name with more than two words, the middle word is recorded as a middle name. If your contact has a double first or last name, tap the **Name** arrow and enter the names in the proper boxes.
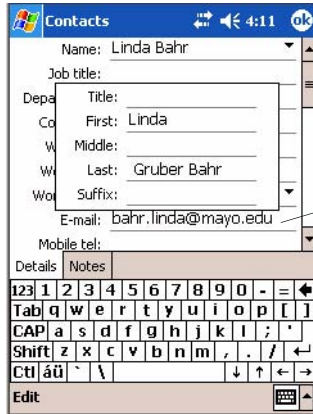
Tap anywhere outside the box to return to details

Adding a Note to a Contact

You can add written or typed notes and even recordings (if your device supports recordings) to a contact. Notes are handy for maps and drawings.

1 In the contact list, tap the contact.

2 Tap the **Notes** tab. For specific instructions, tap **Start** > **Help** > **Notes** to see *Notes Help*.
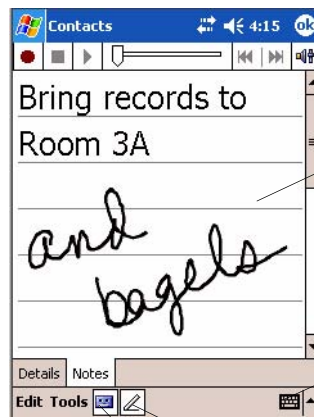
Controls for the recorder

Use the stylus to write or draw your information here

Tap to activate the keyboard

Tap to activate the writing pad

Tap to activate the recorder

Note: To edit an existing note, tap the contact, tap **Edit**, then tap the **Notes** tab.

Assigning a Contact to a Category

1 In the contact list, tap the contact, and then tap **Edit**.

2 Scroll to and tap **Categories**.

3 On the **Select** tab, check the categories to assign to the contact.

4 To create a new category, tap the **Add/Delete** tab, enter the category name, then tap **Add**. The new category is automatically checked in the **Select** tab.

5 Tap **ok** to return to the contacts.

A check mark indicates a selected category
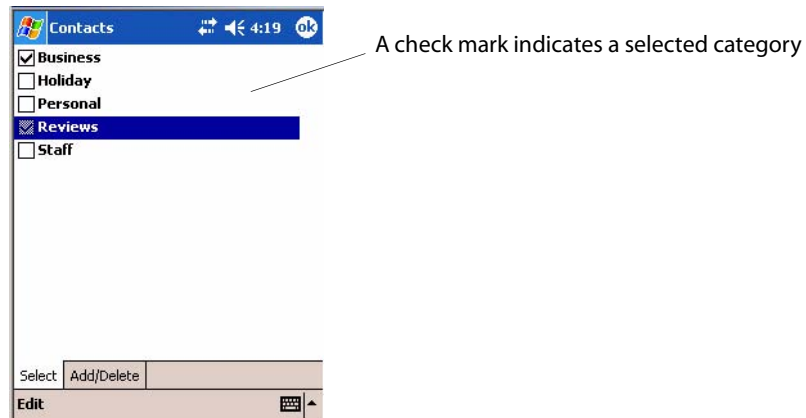
Copying a Contact

1 In the contact list, select the contact. For multiple contacts, tap and drag.

2 Tap **Tools**, and then select **Copy Contacts**.

Sending a Message to a Contact

1 In the contact list, tap and hold the contact. To select multiple contacts, tap and drag. Then, tap and hold the selected contacts.

2 On the pop-up menu, select **Send Email** or **Send SMS**, depending upon the type of message to send.

Note: To send an e-mail message, use an e-mail address configured for the contact. To send an SMS (Short Messaging Service) message, use an SMS number for the contact, which is usually the mobile phone number.

Finding a Contact

There are several ways to find a contact:

- Tap **Start** > **Find**, enter the contact name (first, last, or middle), phone number, or address, select **Contacts** for the type, then tap **Go**.

- From Contacts, start typing a contact name until you see it displayed on the screen. To show all contacts again, tap the text box at the top of the screen and clear the text, or tap the arrow to the right of the text box.

- In the contact list, tap the category list (labeled **All Contacts** by default) and tap the category to which you have assigned a contact. To show all contacts again, select **All Contacts**.

- To view the names of companies for which your contacts work, in the contact list, tap **View** > **By Company**. The number of contacts that work for that company is displayed to the right of the company name.

Note: To quickly move through a long list of contacts, tap one of the sets of letters displayed at the top of the contact list. This takes you to the contact names beginning with those letters.
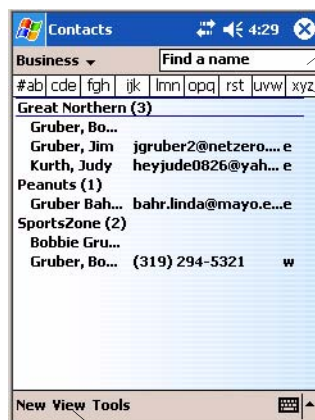
Enter the first few letters of the contact in question here

Tap to jump to that portion of the contacts list

Tap to toggle to Name view

Deleting a Contact

1 In the contact list, tap and hold the contact. To select multiple contacts, tap and drag. Then, tap and hold the selected contacts.

2 On the pop-up menu, tap **Delete Contact**. The next time you synchronize, the contact is deleted from the desktop also.

Adding a Contact to Speed Dial

You can create speed dials to call frequently-called numbers with a single tap. Before you can create a speed dial entry for a phone number, that number must already exist in Contacts.

1 From the Phone keypad, tap **Speed Dial > New**.

2 Tap the desired contact name and number.

3 In the **Location** field, tap the **Up/Down** arrows to select an available location to assign as the new speed dial entry. The first speed dial location is reserved for your voice mail.

To delete a speed dial entry, go to the Speed Dial list, tap and hold the contact name in the box to the right of the assigned speed dial number, then tap **Delete**.

Changing Contacts Options

In the contact list, tap **Tools > Options**.

• The area code and country/region for new contacts are automatically entered based on the information in **Country/Region settings**.

• If you are having trouble reading the contacts in the contact list, select **Use large font**.

• To increase the available space for displaying contacts in the list, clear **Show ABC tabs**.
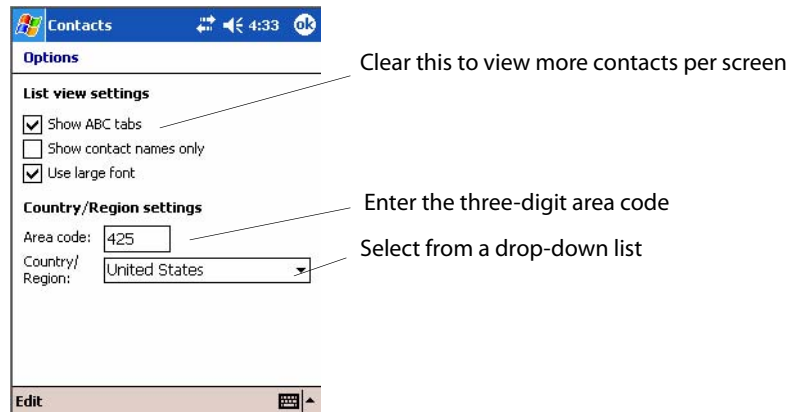
Tasks: Keeping a To Do List

🗹 Tasks	To switch to Tasks on your CN2B Computer, tap **Start** > **Tasks**.

Use Tasks to keep track of what you have to do. A variety of task information can display on the Today screen. If you use Microsoft Outlook on your desktop, you can synchronize tasks between your device and desktop.

Select the type of tasks to display

Indicates low priority

Select the list sort order
Assign tasks quickly here

Indicates high priority

Tap to display or edit

Tap, hold for a pop-up menu
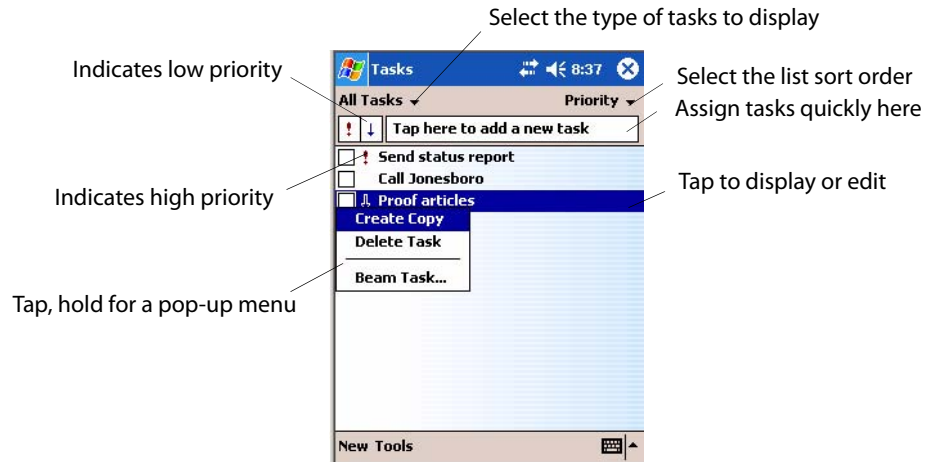
Note: To change the way information is displayed in the list, tap **Tools** > **Options**.

Creating a Task

- To quickly create a task, enter text in the **Tap here to add a new task** box at the top of the screen. If you do not see this box, tap **Tools** > **Entry Bar**.

- To create a task with detailed information, such as start and due dates, tap **New**. To enter notes, tap the **Notes** tab.

  You can enter a start date and due date or enter other information by first tapping the field. If the input panel is open, you need to hide it to see all available fields.

  You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing Thoughts and Ideas" on page 54.

- To change a task, tap it in the task list, and then tap **Edit**.

- Using the onscreen keyboard, enter a description.

- To assign the task to a category, tap **Categories** and select a category from the list. In the task list, you can display tasks by category.

- When finished, tap **ok** to return to the task list.

Tap to choose from predefined subjects

Use Notes to store additional information
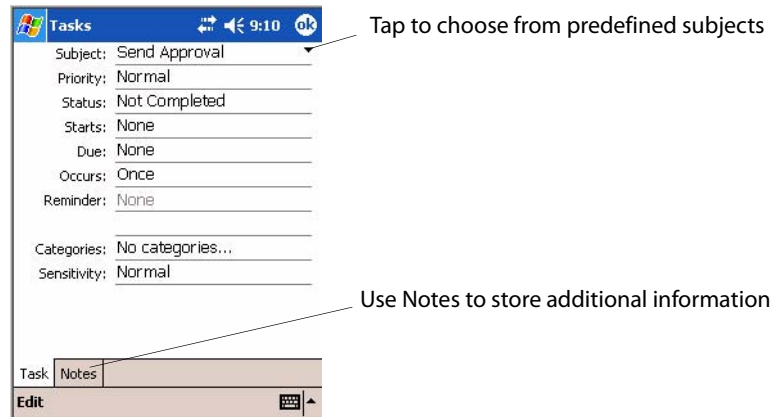
Note: To quickly create a task with only a subject, tap **Entry Bar** on the **Tools** menu. Then, tap **Tap here** to add a new task and enter your task information.

Synchronizing Tasks

Tasks stored on your CN2B Computer can synchronize with Microsoft Outlook on your desktop. Task synchronization is automatically selected in ActiveSync.

New items entered on one computer are copied to the other during synchronization. Handwritten notes and drawings are saved as metafiles (pictures). For more information on synchronization, see *ActiveSync Help* on the desktop.

Notes: Capturing Thoughts and Ideas

🔲 Notes	To switch to Notes on your CN2B Computer, tap **Start** > **Notes**.

Notes helps you quickly capture your ideas, notes, and thoughts. You can create a note using written and typed text, drawings, and recordings. You can also share your notes with others through e-mail, infrared, and synchronization with your desktop.

Tap to change the sort order of the list

Tap to open a note or play a recording

Tap and hold to display a pop-up menu

Tap to record

Tap to access the Recording toolbar
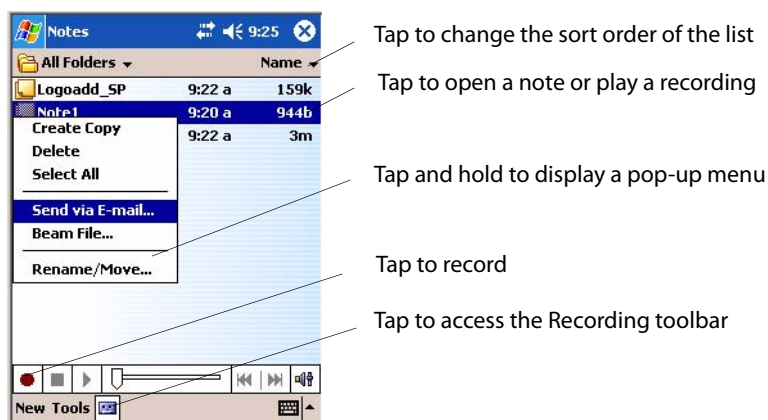
✎ **Note**: To create documents with advanced formatting or templates, such as bulleted lists and tabs, use word processing software developed for your device, such as Pocket Word.

Creating a Note

To create your note, tap **New**, then write, draw, type, or record your information. For information about using the input panel, writing and drawing, and creating recordings, see "Basic Skills" on page 21.

- **Writing**
  Using the stylus, write directly on the screen.

- **Drawing**
  Using the stylus, draw directly on the screen.

- **Typing**
  Using the input panel, enter typed text into the CN2B Computer. Do this by tapping keys on the onscreen keyboard or by using handwriting recognition software.

- **Recording**
  Create a stand-alone recording or embed a recording into a note.

Synchronizing Notes

Notes can be synchronized between your desktop and device either through notes synchronization or file synchronization. Notes synchronization synchronizes the notes on your CN2B Computer with Outlook Notes on your desktop. File synchronization synchronizes all notes on your CN2B Computer with the My Documents folder for the CN2B Computer on your desktop.

To synchronize your notes through notes synchronization, first select the Notes information type for synchronization in ActiveSync. The next time you synchronize, all notes in My Documents and its subfolder on your device appear in Outlook Notes on your desktop. Notes that contain only text appear as regular notes in Outlook on your desktop, while notes containing written text or drawings appear in the device format. In addition, all notes in the Notes group in Outlook on the desktop appear in Notes on the device.

To synchronize your notes as files, in ActiveSync, select the Files information type for synchronization and clear the Notes information type. When you select Files, the My Documents folder for the CN2B Computer is created on your desktop. All .PWI files placed in the My Documents folder on your device and all .DOC files placed in the My Documents folder for the CN2B Computer on your desktop are synchronized. Password-protected files cannot be synchronized.

ActiveSync converts documents during synchronization. For information on synchronization or file conversion, see *ActiveSync Help* on the desktop.

Note: When you delete or change an item on either your desktop or CN2B Computer, the item is changed or deleted in the other location the next time you synchronize.

Note: If you synchronize your notes using file synchronization and then later decide to use notes synchronization, all of your notes are synchronized with Outlook on your desktop and no longer store in the **My Documents** folder for the CN2B Computer.

Inbox: Sending and Receiving E-mail Messages

To switch to Inbox on your CN2B Computer, tap **Start** > **Inbox**.

You can receive Internet e-mail messages and SMS messages in Inbox. Internet e-mail messages are sent by using an address you receive from your Internet service provider (ISP) or your employer. SMS messages are sent and received through your wireless phone service provider by using a phone number as the message address.

You can send and receive e-mail by synchronizing with your desktop, or by connecting to a Post Office Protocol 3 (POP3) or Internet Message Access Protocol 4 (IMAP4) mail server. You need to set up an e-mail account for each method that you use except for Microsoft ActiveSync, which is set up by default. The ActiveSync folder on your CN2B Computer stores messages that you send and receive through synchronization with a desktop. Account names appear as folders in the folder list (located on the left, under the navigation bar) in the Inbox message list.

With synchronization, messages are synchronized between the device Inbox and the PC Inbox by using ActiveSync and Microsoft Exchange or Microsoft Outlook. For more information, see "Synchronizing E-mail Messages" on page 56.

Synchronizing E-mail Messages

After selecting Inbox for synchronization in ActiveSync, e-mail messages are synchronized as part of the general synchronization process. During synchronization:

- Messages are copied from the Inbox folder on your desktop or the Microsoft Exchange server to the Inbox folder on your CN2B Computer. (Note that you can only synchronize information directly with an Exchange Server if your company is running Microsoft Mobile Information Server 2002 or later.) By default, you receive messages from the last three days only, the first 100 lines of each new message, and file attachments of less than 100 KB in size.

- Messages in the Outbox folder on your device are transferred to Exchange or Outlook and then sent from those programs.

- The messages on the two computers are linked. When you delete a message on your CN2B Computer, it is deleted from your desktop the next time you synchronize.

- Messages in subfolders in other e-mail folders in Outlook are synchronized only if they were selected for synchronization in ActiveSync.

For information on initiating Inbox synchronization or changing synchronization settings, see *ActiveSync Help* on your desktop or select **Start** > **Help** > **Connections** to see *Connections Help*.

Managing E-mail Messages and Folders

Each e-mail account and SMS account has its own folder hierarchy with five default folders: Inbox, Outbox, Deleted Items, Drafts, and Sent Items. The messages you receive and send through the mail account are stored in these folders. You can also create additional folders within each hierarchy. The Deleted Items folder contains messages that were deleted on the device. The behavior of the Deleted Items and Sent Items folders depends on the Inbox options you have chosen.

The behavior of the folders you create depends on whether you are using ActiveSync, SMS, POP3, or IMAP4.

- *If you use ActiveSync,*
  e-mail messages in the Inbox folder in Outlook automatically synchronize with your device. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move are then mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read the messages while away from your desktop.

- *If you use SMS,*
  messages are stored in the Inbox folder.

- *If you use POP3*
  and you move e-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the mail server. The next time you connect, the mail server sees that the messages are missing from the device Inbox and deletes them from the server. This prevents you from having duplicate copies of a message, but it also means that you no longer have access to messages that you move to folders created from anywhere except the CN2B Computer.

- *If you use IMAP4*,
  the folders created and the e-mail messages moved are mirrored on the server. Thus, messages are available to you anytime you connect to your mail server, whether it is from your CN2B Computer or desktop. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename or delete folders when connected.

For all accounts except ActiveSync, you can access folder options by tapping **Tools** > **Manage Folders**.

Connecting to a Mail Server

In addition to synchronizing e-mail messages with your desktop, you can send and receive e-mail messages by connecting to an e-mail server using a network card connected to your CN2B Computer. You need to set up a remote connection to a network or an ISP, and a connection to your e-mail server. For more information, see "Remote Access (Modems)" on page 101.

When you connect to the e-mail server, new messages are downloaded to the CN2B Computer Inbox folder, messages in the CN2B Computer Outbox folder are sent, and messages that were deleted on the e-mail server are removed from the CN2B Computer Inbox folder.

Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your desktop. When you delete a message on your CN2B Computer, it is also deleted from the e-mail server the next time you connect based on the settings selected in ActiveSync.

You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space on your CN2B Computer.

When working offline, once you have downloaded new message headers or partial messages, you can disconnect from the e-mail server and then decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you have marked for retrieval and sends the messages you have composed.

Setting Up or Changing an Account

To set up an account:

- To set up a POP3 or IMAP4 e-mail account, tap **Accounts** > **New Account**. Follow the instructions in the New Account Wizard.

- To set up an SMS account, tap **Accounts** > **Accounts**, and then tap **SMS**. Follow the instructions on the screen.

To change options for an account:

1 Tap **Accounts** > **Accounts**.

2 Tap the name of the account, and follow the instructions on the screen.

To delete an account:

1 Tap **Accounts** > **Accounts**.

2 Tap and hold the name of the account, and then tap **Delete**.

Note: You can set up several e-mail accounts including your ActiveSync account, but you can set up, but not delete, only one SMS account. You cannot add a new account while connected. Tap **Accounts** > **Disconnect** to disconnect.

Downloading Messages from the Server

In Inbox, tap **Accounts** > **Connect** to open a connection to the Internet or your corporate network, depending on the account. For more information, tap **Start** > **Help** > **Connections** to see *Connections Help*.

1 Tap **Accounts** and ensure that the account you want to use is selected (marked by a bullet.)

2 Tap **Connect**. The messages on your CN2B Computer and e-mail server are synchronized: new messages are downloaded to the CN2B Inbox folder, messages in the CN2B Outbox folder are sent, and messages that were deleted from the server are removed from the CN2B Inbox. Tap a message in the message list to open it.

3 If you read a message and decide that you need the full copy, tap **Edit** > **Mark for Download** while in the message window. If you are in the message list, tap and hold the message, and then tap **Mark for Download**. This also downloads message attachments if you selected those options when you set up the e-mail account. You can also choose to download full copies of messages by default.

4 When finished, tap **Accounts** > **Disconnect**.

Note: Receiving entire messages consumes storage memory.

Note: The size column in the message list displays the local size and server size of a message. Even when a message has downloaded fully, these numbers may differ because the size of a message can vary between the server and the device.

Composing and Sending Messages

To compose a message:

1 In the message list, tap **New**.

2 To select an account, tap the **From** list and select "ActiveSync," "SMS," or the desired e-mail account.

3 Enter the e-mail address or SMS address of one or more recipients, separating them with semicolons. To access addresses and phone numbers from Contacts, tap **To**.

4 Enter your message. To quickly add common messages, tap **My Text** and tap a desired message.

5 To check spelling, tap **Edit** > **Spell Check**.

6 Tap **Send**. If you are working offline, the message is moved to the Outbox folder and is sent the next time you connect.

Tap to toggle header

Tap My Text to include prewritten messages

Tap to display the address book

Tap to access Recording toolbar
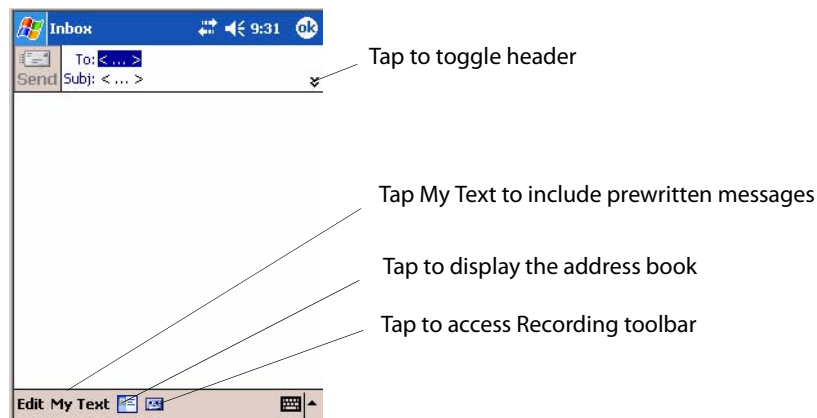
Note: If you are sending an SMS message and want to know if it was received, before sending the message, tap **Edit** > **Options** > **Request SMS text message delivery notification**.

You can directly call the sender of an SMS message by tapping the **SMS** icon, then selecting **Call**.

Note: Depending on the e-mail address options that you select, you can use a directory service in addition to your contact list to verify names.

Companion Programs

The companion programs consist of Microsoft Pocket Word, Microsoft Pocket Excel, Windows Media Player, and Microsoft Reader. To switch to a companion program on your CN2B Computer, tap **Start** > **Programs**.

Pocket Word

Pocket Word works with Microsoft Word on your desktop to give you access to copies of your documents. You can create new documents on your CN2B Computer, or you can copy documents from your desktop to your CN2B Computer. Synchronize documents between your desktop and your CN2B Computer to have up-to-date content in both locations.

Creating a Document

Use Pocket Word to create documents, letters, meeting minutes, etc. To create a new file, tap **Start** > **Programs** > **Pocket Word** > **New** for either a blank document or a template, depending on what you have selected under **Tools** > **Options**. Select an input mode from the View menu.

You can open only one document at a time; when you open a second document, you have to save the first. You can save a document you create or edit in formats such as Word (.DOC), Pocket Word (.PSW), Rich Text Format (.RTF), and Plain Text (.TXT).

Pocket Word contains a list of files stored on your CN2B Computer. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list, then, select the action on the pop-up menu.
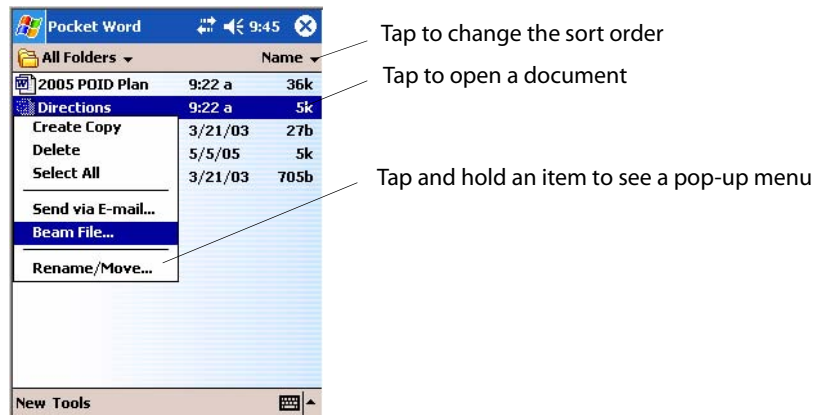
You can enter information in Pocket Word in one of four modes (typing, writing, recording, and drawing), which are displayed on the **View** menu. Each mode has its own toolbar, which you can show and hide by tapping the **Show/Hide Toolbar** icon on the command bar.

You can change the zoom magnification by tapping **View** > **Zoom**, then select 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, you may select **View** > **Wrap to Window** so that you can see the entire document.

To check spelling, select text, then tap **Tools** > **Spell Check**. To use your new document as a template, move the document to the Templates folder.

You can insert the data in a document. First, make sure that no drawings are selected, tap and hold anywhere on the document, then tap **Insert Date** from the pop-up menu.

Typing Mode

Using the input panel, enter typed text into the document. For more information on entering typed text, see "Basic Skills" on page 21.

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** > **Find/Replace**.
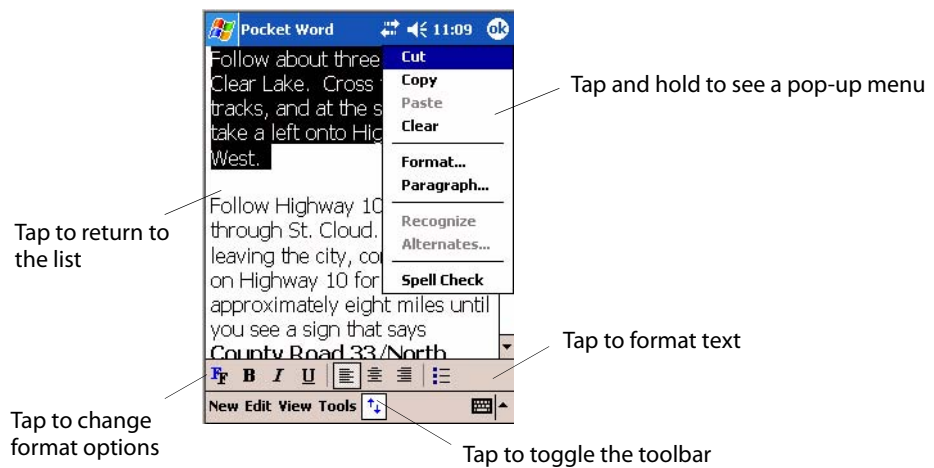
Writing Mode

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. For more information on writing and selecting writing, see "Basic Skills" on page 21.

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

Tap to highlight the selected text

Tap to select formatting options, such as pen weight

Space icon

Pen icon
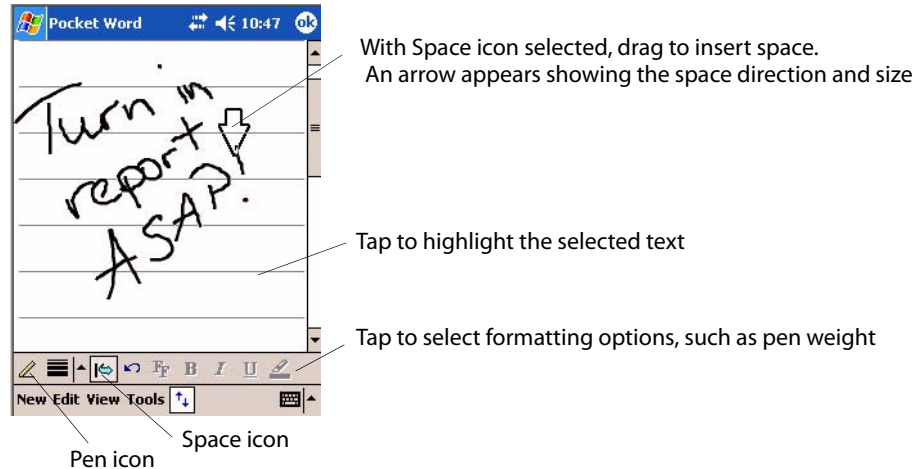
Note: If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in "Drawing Mode" on page 63.

Note: Written words are converted to graphids (metafiles) when a Pocket Word document is converted to a Word document on your desktop.

Recording Mode

In recording mode, embed a recording into your document. Recordings are saved as .WAV files. For more information on recording, see "Basic Skills" on page 21.

For more information on using Pocket Word, tap **Start** > **Help** > **Pocket Word** to see *Pocket Word Help*.

Drawing Mode

In drawing mode, use your stylus to draw on the screen. Grid lines appear as a guide. When you lift your stylus off the screen after the first stroke, a drawing box indicating the boundaries of the drawing appears. Every subsequent stroke within or touching the drawing box becomes part of the drawing. For more information on drawing and selecting drawings, see "Basic Skills" on page 21.

Resize an object by dragging the selection handles

Tap to select formatting options, such as fill color

Tap to see choices

Pen icon
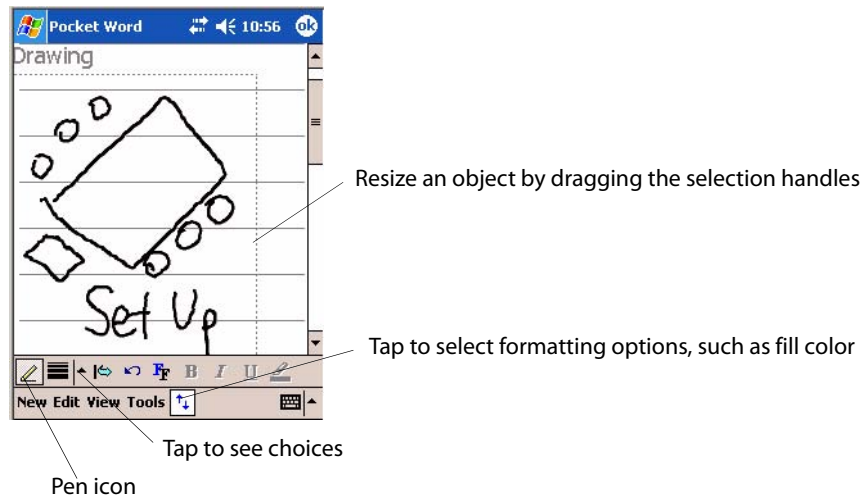
Synchronizing Pocket Word Documents

Pocket Word documents can be synchronized with Word documents on your desktop. To synchronize files, first select the Files information type for synchronization in ActiveSync. When you select Files, the My Documents folder for the CN2B Computer is created on your desktop. Place all files you want to synchronize with the device in this folder. Password-protected files cannot be synchronized.

All Pocket Word files stored in My Documents and its subfolders are synchronized with the desktop. ActiveSync converts documents during synchronization.

For more information on synchronization or file conversion, see *ActiveSync Help* on the desktop.

Note: When you delete a file on either your desktop or your CN2B Computer, the file is deleted in the other location the next time you synchronize.

Pocket Excel

You can create and edit workbooks and templates in Microsoft Pocket Excel as you do in Microsoft Excel on your desktop. Pocket Excel workbooks are usually saved as .PXL files, but you can also save them in .XLS format.

When you close a workbook, it is automatically named and placed in the Pocket Excel workbook list. You can attach a password to a workbook to help ensure privacy.

Creating a Workbook

Use Pocket Excel to create workbooks, such as expense reports and mileage logs. To create a new file, tap **Start** > **Programs** > **Pocket Excel** > **New**. A blank workbook appears. Or, if you have selected a template for new workbooks in the **Tools** > **Options** dialog, that template appears with appropriate text and formatting already provided. You can open only one workbook at a time; when you open a second workbook, save the first. You can save a workbook you create or edit in a variety of formats, including Pocket Excel (.PXL) and Excel (.XLS). You can also save a workbook as a template by moving the workbook to the Templates folder.

Pocket Excel contains a list of the files stored on your CN2B Computer. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then select the appropriate action from the pop-up menu.

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. Tap **View** > **Toolbar** to see the toolbar.

Cell contents appear here as you tab through them

Tap to enter a formula

Tap to zoom
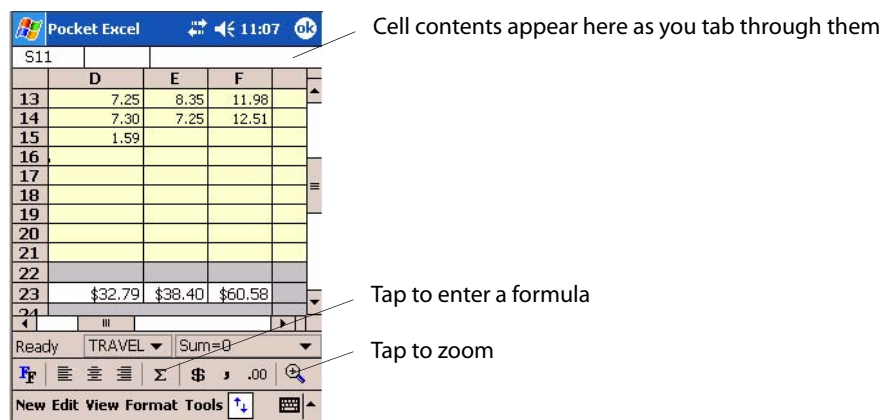
Note: If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook, tap **Edit** > **Password**. Every time you open the workbook, enter a password, preferably one that is easy for you to remember but hard for others to guess.

Tips for Working in Pocket Excel

Note the following when working in large worksheets in Pocket Excel:

- View in full-screen mode to see as much of your worksheet as possible. Tap **View** > **Full Screen**. To exit full-screen mode, tap **Restore**.

- Tap **View** > **Zoom** and select a percentage so that you can easily read the worksheet.

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

- Freeze panes on a worksheet to keep certain rows and columns visible as you work. Select the cells, then tap **View** > **Freeze Panes** to freeze them. Tap **View** > **Unfreeze Panes** to undo this process.

- Split panes to view different areas of a large worksheet. Tap **View** > **Split**. Then drag the split bar to where you want it. To remove the split, tap **View** > **Remove Split**.

- Show and hide rows. To hide a row, select a cell in the row you want to hide. Then tap **Format** > **Row** > **Hide**. To show a hidden row, tap **Tools** > **Go To**, and then type a reference that is in the hidden row. Then tap **Format** > **Row** > **Unhide**.

- Do the same to show and hide columns. To hide a column, select a cell in the column you want to hide. Then tap **Format** > **Column** > **Hide**. To show a hidden column, tap **Tools** > **Go To**, and then type a reference that is in the hidden column. Then tap **Format** > **Column** > **Unhide**.

For more information on using Pocket Excel, tap **Start** > **Help** > **Pocket Excel** to see *Pocket Excel Help*.

MSN Messenger

MSN Messenger on your CN2B Computer provides the same chat environment as MSN Messenger on your desktop. These features include:

- Seeing who is online
- Sending and receiving instant messages
- Having an instant message conversation with a group of contacts
- Telling contacts that you are unavailable
- Blocking contacts from seeing your status or sending you messages

To use MSN Messenger, you need a Microsoft Passport account, or a Microsoft Exchange e-mail account that your employer provides. Once you have one of these accounts, do the following:

1 Set up a connection on your CN2B Computer, such as a wireless connection, that enables you to connect to the Internet.

2 Set up an account in MSN Messenger.

3 Sign in to MSN Messenger.

Note: To set up a free Hotmail account, go to www.hotmail.com.
To set up a Microsoft Passport account, go to www.passport.com.
To set up an Exchange account, see your network administrator.

For more information on using MSN Messenger, tap **Start** > **Help** > MSN **Messenger** to see *MSN Messenger Help*.

To switch to MSN Messenger, tap **Start** > **Programs** > **MSN Messenger**.

Setting Up an Account

Before you can use MSN Messenger, you must set up the instant messaging accounts to use. For MSN Messenger Service, you must have a Microsoft Passport or Hotmail account. For Exchange Instant Messaging, you must have an Exchange account.

1 Create a connection for your device. To use MSN Messenger Service, set up a connection to the Internet; to use Exchange Instant Messaging, set up a connection to your corporate network. See "Remote Access (Modems)" on page 101 for more information on getting connected.

2 In MSN Messenger, tap **Tools** > **Options** > the **Accounts** tab.

3 Select either **Enable MSN Messenger Service**, or **Enable Exchange Instant Messaging**, or both.

4 Enter your sign-in name and password for the selected accounts. Your sign-in name is usually in the username@domain.com form.

5 If you selected both accounts, under **Sign in using this account first**, select which account to sign in to first.

Signing In and Out

• To sign in, tap anywhere on the screen. Follow the directions on the screen.

• To sign out, tap **Tools** > **Sign Out**.

• To sign in upon connecting, tap **Tools** > **Options** > **General** and select the **Run this program upon connection** box.

• Signing in to an Exchange account may take several minutes depending upon your connection speed. Reducing the number of Exchange contacts decreases your sign-in time.

Working with Contacts

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 e-mail, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.

Tap a contact to start a chat

Tap and hold to display a pop-up menu
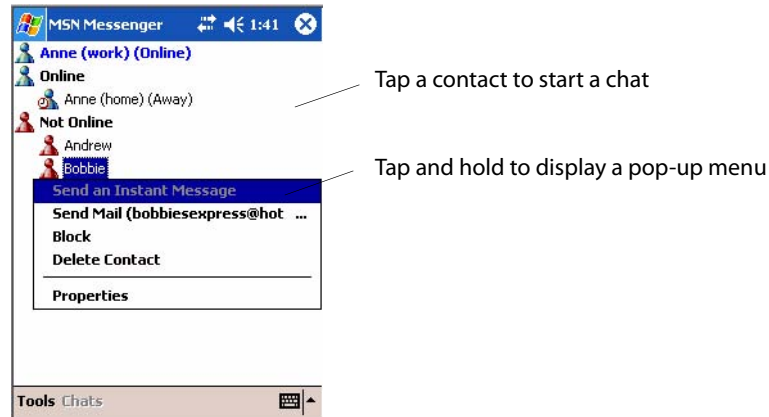
To add a contact, tap **Tools** > **Add a Contact** and follow the directions on the screen. To delete a contact, tap and hold the contact's name, then tap **Delete Contact** from the pop-up menu. To see others online without being seen, tap **Tools** > **My Status** > **Appear Offline**.

Managing Contacts

To be alerted each time you are added to a contact list, tap **Tools** > **Options** > the **Privacy** tab.

- To block a contact from seeing your status and sending you messages, tap the contact and tap the right arrow. This moves the contact to the **My Block List**.

- To unblock a contact, tap the contact and tap the left arrow. This moves the contact to the **My Allow List**.

- To receive an alert when someone adds you to their contacts list, select **Alert me when I am added to a Passport contact list**.

- To see who has you listed as a contact, tap **View**.

Sending a Message

- Tap a contact to whom you want to send a message. Enter your message in the text entry area at the bottom of the screen and tap **Send**. To quickly add common messages, tap **My Text** and tap a desired message.

- To invite another contact to an ongoing chat, tap **Tools** > **Invite** and tap a contact.

- To see who is already chatting or to switch between chats, tap **Chats**.

Enter a message here
Tap to send a message
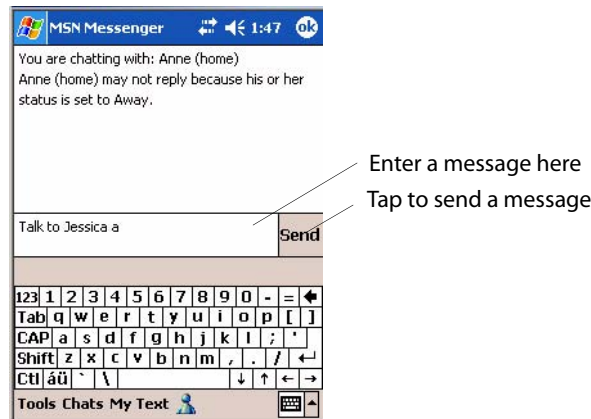
Windows Media Player for Windows Mobile

Use Microsoft Windows Media Player for Windows Mobile to play digital audio and video files that are stored on your CN2B Computer or on a network. To switch to Windows Media Player on your CN2B Computer, tap **Start** > **Windows Media**.

Use Microsoft Windows Media Player on your desktop to copy digital audio and video files to your CN2B Computer. You can play Windows Media and MP3 files on your Windows Mobile.

Monitors the progress of the current track
Tap to adjust volume
Tap to skip to the next song
Tap to play a previous song
Tap to start, pause, or stop a song
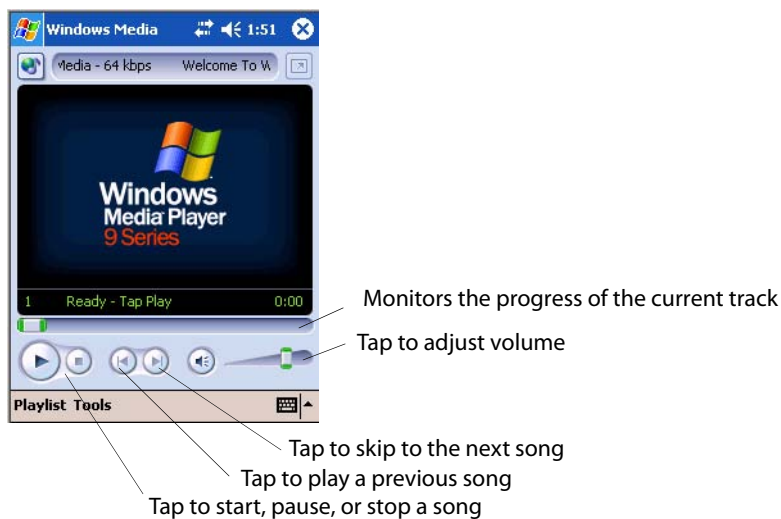
For more information about using Windows Media Player for Windows Mobile, tap **Start** > **Help** > **Windows Media Player**.

Microsoft Reader

Use Microsoft Reader to read eBooks on your CN2B Computer. Download books to your desktop from your favorite eBook Web site. Then, use ActiveSync to copy the book files to your activated CN2B Computer. The books appear in the Reader Library, where you can tap them in the list to open them. Each book consists of a cover page, an optional table of contents, and the pages of the book. You can:

• Page through the book by using the Up/Down control on your CN2B Computer or by tapping the page number on each page.

• Annotate the book with highlighting, bookmarks, notes, and drawings.

• Search for text and look up definitions for words.

The Guidebook contains the information needed to use the software. To open the Guidebook, tap **Help** on the Reader command bar. Or, on a book page, tap and hold the book title, and then tap **Help** on the pop-up menu.

To switch to Microsoft Reader, tap **Start** > **Programs** > **Microsoft Reader.**

Getting Books on Your CN2B Computer
You can download book files from the Web. Just visit your favorite eBook retailer and follow the instructions to download the book files.

Sample books and a dictionary are also included in the "\Extras\MSReader" path on the *Windows Mobile Companion CD*.

Use ActiveSync to download the files from your desktop to your activated mobile computer described in the *Read Me* file in the "\MSReader" folder.

Using the Library
The Library is your Reader home page; it displays a list of all books stored on your CN2B Computer or storage card. To open the Library:

1 On the Reader command bar, tap **Library**.

2 On a book page, tap the book title, then tap **Library** on the menu.

3 To open a book, tap its title in the Library list.

Tap to scroll through the list

Tap to select a sort order

Tap to open a book

Tap these to navigate to other parts of the Reader
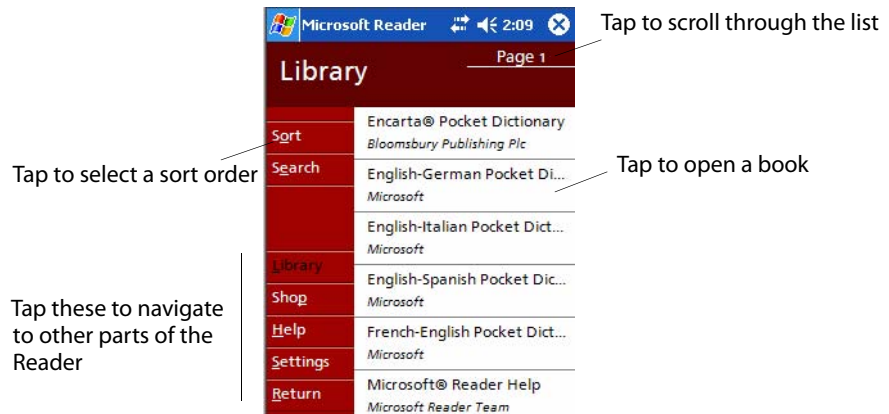
Reading a Book

Each book consists of a cover page (which includes navigation options), an optional table of contents, and the pages of the book.

The first time you open a book, go to the first page or to the table of contents, if there is one. Subsequently, whenever you open the book, you are automatically taken to the last page read.

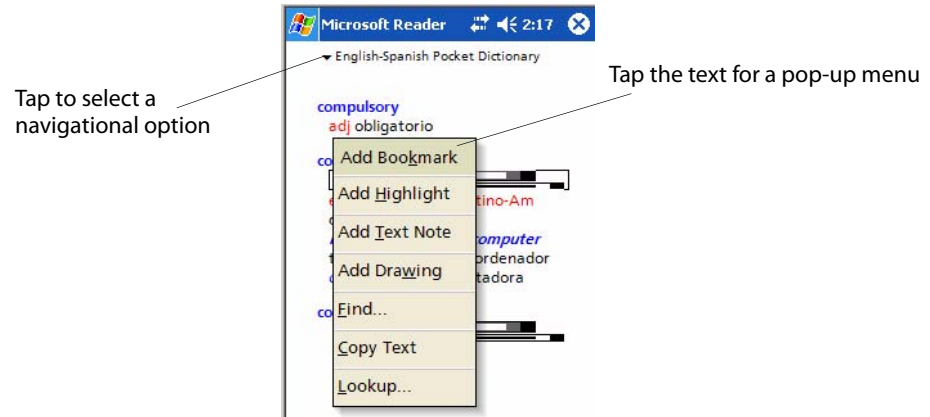With the text, each book page includes a page number and book title. You can also page through a book by using the Up/Down/Left/Right controls on your CN2B Computer.

Tap to select a navigational option

Tap the text for a pop-up menu

Using Reader Features

Reading a book electronically gives you several options not available with paper books. These options are available from any book page.

Select text by dragging across the text on the page. Then, tap an option on the pop-up menu, as described here:

Searching for Text	Find text in a book by tapping **Find** on the pop-up menu. Enter the word you want to search for, and tap the desired **Find** option. Reader highlights found text on the page. To close **Find**, tap outside the box. To return to your original page, tap the title and then tap **Return** on the pop-up menu.
Copying Text	You can copy text from books that support this feature into any program that accepts text. On a book page, select the text you want to copy. Then, tap **Copy Text** on the pop-up menu. The text can be pasted into the program of your choice.
Adding Bookmarks	When you add a bookmark to a book, a color-coded bookmark icon appears in the right margin. You can add multiple bookmarks to a book. Then, from anywhere in the book, tap the bookmark icon to go to the bookmarked page.
Highlighting Text	When you highlight text, it appears with a colored background.
Attaching Notes to Text	When you attach a note to text, you enter the text in a notepad that appears on top of the book page. A **Note** icon displays in the left margin. To show or hide the note, tap the icon.
Adding Drawings	When you add a drawing, a **Drawing** icon appears in the bottom, left corner of the page, and drawing tools appear across the bottom of the page. Draw by dragging your stylus.
Annotations Index	To see a list of a book's annotations, including bookmarks, highlights, text notes, and drawings, tap **Annotations Index** on the book's cover page. You can tap an entry in the list to go to the annotated page.

Removing a Book

When you finish reading a book, you can delete it to conserve space on your CN2B Computer. If a copy of the book is stored on your desktop, you can download it again at any time.

To remove a book from your CN2B Computer, tap and hold the title in the Library list, and then tap **Delete** on the pop-up menu.

Pocket Internet Explorer

Use Microsoft Pocket Internet Explorer to view Web or WAP pages in either of these ways:

- During synchronization with your desktop, download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder in Internet Explorer on the desktop.

- Connect to an ISP or network and browse the Web. To do this, create the connection first, as described in "Remote Access (Modems)" on page 101.

When connected to an ISP or network, you can also download files and programs from the Internet or intranet.

Internet Explorer	To switch to Pocket Internet Explorer on your CN2B Computer, tap **Start** > **Internet Explorer**.

The Mobile Favorites Folder

Only items stored in the Mobile Favorites subfolder in the Favorites folder in Internet Explorer on your desktop are synchronized with your CN2B Computer. This folder was created automatically with ActiveSync installed.

Favorite Links

During synchronization, the list of favorite links in the Mobile Favorites folder on your desktop is synchronized with Pocket Internet Explorer on your CN2B Computer. Both computers 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 is downloaded to your CN2B Computer. Connect to your ISP or network to view the content.

1 In ActiveSync on your desktop, click **Tools** > **Options**, and select "Favorites" from the **Mobile Device** list. For more information on using ActiveSync, see *ActiveSync Help* on the desktop.

2 In Internet Explorer on your desktop, save or move favorite links to the Mobile Favorites subfolder in the Favorites list via **Favorites** > **Organize Favorites**. For more information on using Internet Explorer, see *Internet Explorer Help* on the desktop.

3 Connect your CN2B Computer to your desktop. If synchronization does not start automatically, in ActiveSync on your desktop, click **Sync**.

Mobile Favorites

If you are using Microsoft Internet Explorer 5.0 or later on your desktop, you can download mobile favorites to your CN2B Computer. Synchronizing mobile favorites downloads Web content to your CN2B Computer so that you can view pages while you are disconnected from your ISP and desktop.

Use the Internet Explorer plug-in installed with ActiveSync to create mobile favorites quickly. To create a mobile favorite:

1 In ActiveSync on your desktop, click **Tools** > **Options**, and select "Favorites" from the **Mobile Device** list. For more information on using ActiveSync, see *ActiveSync Help* on the desktop.

2 In Internet Explorer 5.0 or greater on your desktop, browse to the page you want to view offline, then click **Tools** > **Create Mobile Favorite**.

3 To change the link name, enter a new name in the **Name** box.

4 In the **Update** box, select a desired update schedule to keep the page in the Mobile Favorites folder up to date. You can also update content by clicking **Tools** > **Synchronize** in Internet Explorer.

5 To save the link in a subfolder of Mobile Favorites, click **Create In** and select the desired subfolder.

6 Click **OK**. Internet Explorer downloads the latest version of the page to your desktop.

7 To download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the desktop, right-click the mobile favorite, then click **Properties**. On the **Download** tab, specify the number of links deep you want to download. *To conserve CN2B Computer memory, go only one level deep.*

8 Connect your CN2B Computer to your desktop. If synchronization between your CN2B Computer and desktop does not start, in ActiveSync on your desktop, click **Sync**.

Mobile favorites take up storage memory on your CN2B Computer. To minimize the amount of memory used:

• In the settings for the Favorites information, type in ActiveSync options, turn off pictures and sounds, or stop some mobile favorites from being downloaded to the CN2B Computer. For more information, see *ActiveSync Help*.

• Limit the number of downloaded linked pages. In Internet Explorer on the desktop, right-click the mobile favorite you want to change and then **Properties**. In the **Download** tab, specify "0" or "1" for the number of linked pages you want to download.

Using AvantGo Channels

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. You subscribe to AvantGo channels directly from your CN2B Computer, then synchronize your CN2B Computer and desktop, or connect to the Internet to download the content. Visit the AvantGo website for information. Tap the **Add** or **Remove** link to add or remove channels. Do the following to synchronize an AvantGo channel:

1 In Pocket Internet Explorer on your CN2B Computer, tap ⭐ to display your list of favorites.

2 Tap the **AvantGo Channels** link.

3 Tap **Activate**.

4 Follow instructions on the screen. Synchronize the CN2B Computer with the desktop, then tap **My Channels** to complete the setup.

5 When synchronization is complete, tap the **AvantGo Channels** link in your list of favorites to see a few of the most popular channels.

Using Pocket Internet Explorer

You can use Pocket Internet Explorer to browse mobile favorites and channels that were downloaded to your CN2B Computer without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web.

Refresh icon   Home icon

Viewing Mobile Favorites and Channels

1 Tap the **Favorites** icon to display your list of favorites.

2 Tap the page you want to view.

Tap to view a favorite

Tap to add or delete a folder or favorite link
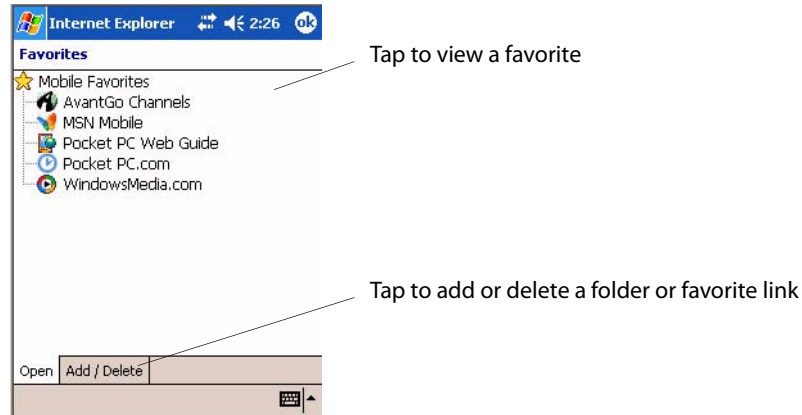
The page that was downloaded the last time you synchronized with your desktop opens. If the page is not on your CN2B Computer, the favorite is dimmed. Synchronize with your desktop again to download the page to your CN2B Computer, or connect to the Internet to view the page.

Browsing the Internet

1 Set up a connection to your ISP or corporate network using **Connections**, as described in "Remote Access (Modems)" on page 101.

2 To connect and start browsing, do one of the following:

• Tap the **Favorites** icon, and then tap the favorite you want to view.

• Tap **View** > **Address Bar**. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap **Go**. Tap the arrow to choose from previously entered addresses.

Note: To add a favorite link while using the CN2B Computer, go to the page you want to add, tap and hold on the page, and tap **Add to Favorites**.