

# SP70R Pocket PC Phone User Manual

## Precautions

- Use only the AC adapter and battery supplied with the Pocket PC Phone, and keep them away from high temperature and a humid environment. Using other AC adapters or batteries may cause malfunction or danger.
- Should the battery becomes deformed, please do not use to avoid danger.
- Removing the battery incorrectly may cause danger.
- Use the battery according to the instructions in the document.
- Recycle used batteries. Dispose of used batteries according to the instructions.
- Do not disassemble the Pocket PC Phone by yourself. Only the authorized service personnel can do that.
- Keep the Pocket PC Phone and its accessories in a dry place.
- Do not knock, shake, or toss the Pocket PC Phone; otherwise it may cause leakage, overheating, or fire.
- Do not touch or scratch the screen surface with hard objects.
- Do not use detergent on the screen surface. Use the special clean cloth to clean the screen surface.
- Avoid placing the Pocket PC Phone in a location subject to high humidity, extreme temperature or heavy dust.
- Keep the Pocket PC Phone away from direct sunlight to avoid leakage, overheating, or fire.
- Heavy weight pressure or dropping of device may cause the damage of panel which is not covered by the warranty.

This manual is created by professional service people with assistance from the engineering team. Its content is helpful for first-time users to understand the operations and details of the Pocket PC Phone. In addition to this manual, a Quick Start Guide and other documentation are also provided for users of this products. Read these documents carefully and following the instructions to use this Pocket PC Phone. You will enjoy using it.

This manual does not offer any warranty. The manufacturer is not liable for the printing errors, accuracy of the information provided and improvement on the Pocket PC Phone. The manual content is subject to change without notice.

## Specifications

Item	Description
Network & Functions	GSM 900/1800/1900 MHz, GPRS Class B / Multi-slot Class 10, Conference Call, Hands Free, Speed Dialing, Phone Recording, Voice Dialing, Caller ID, Profile...
Display	2.8" 262,144 colors LTPS TFT LCD, 240x320 Pixels
DSC/DV	1.3 Mega Pixels Camera, up to 2.0 Mega Pixels via software enhancement, pack 8x linear digital zoom in/out, LED Flash, supports 1600*1280, 1280*1024, 640*480, 320*240, 176*144. Recording rate up to 30 frames per second
CPU	Freescape i.MX21
Operating System	Microsoft Windows Mobile 5.0 Pocket PC Phone Edition
Memory	128MB Flash ROM, 64MB SDRAM
Size & Weight	109.4(L) x 55.7(W) x 21.85(H) mm, 142g (With battery)
Battery & Capacity	1300mAh Li-Polymer battery; Talk-time 5 hrs*, Standby 190 hrs (max.)*
Input Method	Stylus/Soft keyboard (supports Block Recognizer/Keyboard/Letter Recognizer/Transcriber)
Connectivity	IrDA, USB, Bluetooth v1.2, WLAN 802.11 b
Expansion Slot	miniSD
Ringtone	Supports up to 192 polyphony (Polyphonic, Monophonic, AMR (Narrow Band .awb), MIDI (rmi, mmf, mid), MP3, WAV, WMA, AAC, AAC+
Support	Java, SMS, MMS, E-mail
Audio Format	MP3, WAV, SMAF, MIDI, AMR, AAC, AAC+, WMA, MMF, RMI
Video Format	MPEG4, H.263, 3GP, ASF, WMV
Image Format	JPEG, PNG, BMP, GIF

\*Actual talk-time and standby time vary due to local network condition and usage behavior.

\*Actual specification are in accordance with the device, deviations may occur without notice.

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### **Customer Service Information**

Congratulations on purchasing  SP70R Pocket PC Phone. You will enjoy a whole new experience using it.

For further information on using SP70R, please contact our customer service center:

e-mail: [service@iDo-mobile.com](mailto:service@iDo-mobile.com)

Website: [www.iDo-mobile.com](http://www.iDo-mobile.com)

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## Table of Contents

	Precautions .....	i
	Specifications.....	ii
<b>1</b>	<b>Getting Started.....</b>	<b>1-1</b>
1.1	Package Content .....	1-2
1.2	Views of SP70R.....	1-3
1.3	Installing the SIM Card and Battery.....	1-5
1.4	Charging the Battery.....	1-5
1.5	Turning the Pocket PC Phone On and Off.....	1-6
	Initial Startup .....	1-6
	Initializing and Calibrating the Pocket PC Phone .....	1-6
	Turning Off.....	1-7
1.6	Expanding the Pocket PC Phone .....	1-7
	Using miniSD Cards.....	1-7
<b>2</b>	<b>Basic Operation.....</b>	<b>2-1</b>
2.1	Using the Stylus.....	2-2
2.2	Input Methods.....	2-2
2.3	Using the Navigation Keys.....	2-2
2.4	Today Screen .....	2-2
2.5	Volume Adjustment .....	2-3
2.6	Navigation Bar and Command Bar .....	2-3
2.7	Status Icons.....	2-4
2.8	Using Programs .....	2-4
2.9	Shortcut Menus.....	2-6
2.10	Notifications .....	2-6
2.11	Entering Information .....	2-6
	Using the Input Panel .....	2-7
	Writing on the Screen.....	2-8
	Drawing on the Screen .....	2-9
	Using My Text.....	2-9
<b>3</b>	<b>Using the Phone Feature .....</b>	<b>3-1</b>
3.1	Making a Call .....	3-2
	Using the On-Screen Phone Keypad .....	3-2
	From Contacts .....	3-2
	From Call History.....	3-3
	Using Speed Dial.....	3-3
3.2	Answering a Call.....	3-3
3.3	Using the Speakerphone and Muting a Call.....	3-4
	Speakerphone .....	3-4
	Muting .....	3-4
3.4	Taking Notes During a Call.....	3-5
3.5	Creating a Speed Dial Entry.....	3-6

---

	From Phone .....	3-6
	From Contacts .....	3-6
3.6	Call History .....	3-7
	Changing the Call History View .....	3-7
	Call Timers .....	3-7
3.7	Changing Phone Settings.....	3-8
	Changing the Ring Type .....	3-8
	Changing the Ring Tone .....	3-8
	Changing the Keypad Tone .....	3-9
	Securing Your Phone .....	3-9
	Changing Phone Service Settings.....	3-9
	Changing Phone Network Settings.....	3-10
3.8	SIM Contacts.....	3-10
3.9	Turning the Phone On and Off .....	3-11
4	Contacts .....	4-1
4.1	Creating a Contact .....	4-2
	For Microsoft Contacts.....	4-2
	For SIM Card.....	4-3
4.2	Managing Contacts.....	4-3
	Editing a Contact .....	4-3
	Deleting a Contact .....	4-3
4.3	View Modes.....	4-4
4.4	Changing List View Settings.....	4-4
5	Recording Messages .....	5-1
5.1	Recording Messages in Notes .....	5-2
	Creating a Recording.....	5-2
	Recording Formats .....	5-2
5.2	AMR Recorder .....	5-3
6	Customizing Personal Settings .....	6-1
6.1	Buttons.....	6-2
6.2	Input.....	6-2
6.3	Lock.....	6-3
6.4	Menus .....	6-3
6.5	MSN Options.....	6-3
6.6	Owner Information .....	6-4
6.7	Phone .....	6-4
6.8	Sounds & Notifications .....	6-4
6.9	Today .....	6-5
6.10	Today Plus .....	6-5
6.11	Voice Commander .....	6-5
7	Customizing System Settings .....	7-1
7.1	About.....	7-2

---

7.2	Backlight .....	7-2
7.3	Certificates .....	7-3
7.4	Clock & Alarms .....	7-3
7.5	Error Reporting .....	7-4
7.6	Memory .....	7-4
7.7	Microphone Environment .....	7-5
7.8	Power .....	7-5
7.9	Regional Settings .....	7-5
7.10	Remove Programs .....	7-6
7.11	Screen .....	7-6
7.12	System Information .....	7-6
7.13	Wake Up Screen .....	7-8
7.14	SmartX .....	7-8
7.15	Ring Tone .....	7-8
<b>8</b>	<b>Getting Connected .....</b>	<b>8-1</b>
8.1	GPRS Auto Configuration .....	8-2
8.2	Beam .....	8-2
	Sending Information .....	8-2
	Receiving Information .....	8-3
8.3	Bluetooth .....	8-3
	Turning on and off Bluetooth .....	8-3
	Bluetooth Information Exchange .....	8-3
	Bonding with Other Devices .....	8-4
8.4	Connections .....	8-4
	Connecting to the Internet .....	8-5
	Connecting to Work .....	8-5
	Setting up VPN Server Connections .....	8-6
	Setting up Proxy Server Settings .....	8-6
8.5	Wireless Manager .....	8-7
	Connection to the WLAN Network .....	8-7
	Setting up Proxy Server Settings .....	8-9
<b>9</b>	<b>Internet Explorer .....</b>	<b>9-1</b>
9.1	Using Internet Explorer .....	9-2
	Sending a Link via Email .....	9-2
9.2	Viewing Favorites .....	9-2
	Synchronizing a Favorite Link .....	9-2
	Synchronizing a Mobile Favorite .....	9-3
9.3	Changing Settings .....	9-3
<b>10</b>	<b>Microsoft Pocket Outlook .....</b>	<b>10-1</b>
10.1	Calendar .....	10-2
	Creating an Appointment .....	10-2
	View Modes .....	10-2



---

	Using the Calendar Summary Screen.....	10-3
	Sending Meeting Requests .....	10-3
10.2	Tasks .....	10-4
	Creating a Task .....	10-4
	Using the Tasks Summary Screen .....	10-4
10.3	Notes.....	10-5
	Creating a Note.....	10-5
	Viewing Notes .....	10-5
10.4	Messaging (Outlook, SMS, MMS).....	10-5
	Synchronizing Outlook Email Messages .....	10-6
	Connecting to a Mail Server.....	10-6
	Downloading Messages from the Server.....	10-7
	Reading and Responding to Messages .....	10-8
	Composing and Editing a Message .....	10-9
	Message Folders .....	10-11
10.5	MMS Messages .....	10-13
11	Microsoft ActiveSync .....	11-1
	11.1 Installing Microsoft ActiveSync .....	11-2
	11.2 Connecting to Your Desktop Computer.....	11-3
	11.3 Synchronizing with Your Desktop Computer.....	11-3
	11.4 Synchronizing Directly with Exchange Server .....	11-4
	11.5 Changing the Synchronization Schedule.....	11-4
	11.6 Backup and Restore.....	11-4
	11.7 PC Setting.....	11-5
12	Today Plus.....	12-1
	12.1 Programs.....	12-2
	12.2 Media Content .....	12-2
	12.3 Games.....	12-2
	12.4 Phone Records.....	12-3
	12.5 Settings .....	12-3
13	VideoCam .....	13-1
	13.1 Using the Camera .....	13-2
	Taking a Picture.....	13-2
	Taking Continuous Pictures.....	13-3
	13.2 Using the DV.....	13-3
	13.3 Changing VideoCam Settings.....	13-4
	Standard Settings.....	13-4
	Camera Settings.....	13-4
	Digital Video Settings.....	13-5
14	Using MyAlbum.....	14-1
	14.1 Starting MyAlbum.....	14-2
	14.2 Opening a Picture or Video .....	14-2

---

14.3	Editing Pictures .....	14-3
14.4	Using the FaceMagic Feature.....	14-3
14.5	Using Effects .....	14-4
	Painting.....	14-4
	Effect .....	14-4
	Frame.....	14-4
	Stamp.....	14-5
	Adjustment .....	14-5
	Note .....	14-5
14.6	Sending Files .....	14-6
14.7	View Modes.....	14-6
<b>15</b>	<b>More Programs .....</b>	<b>15-1</b>
15.1	Word Mobile.....	15-2
	Creating a Document.....	15-2
	Opening an Existing Document .....	15-2
15.2	Excel Mobile .....	15-2
	Creating a Workbook.....	15-2
	Opening an Existing Workbook .....	15-3
15.3	PowerPoint Mobile.....	15-3
15.4	Windows Media Player .....	15-3
	Starting Windows Media Player.....	15-3
	Screens and Menus.....	15-4
	Libraries.....	15-5
	Updating a Library .....	15-5
	Playback .....	15-6
	Controls .....	15-6
	Playing an Item on a Network.....	15-7
	Playlists .....	15-7
	Synchronization.....	15-7
	Copying Files to Your Pocket PC Phone .....	15-7
	Licenses and Protected Files .....	15-8
	Changing Windows Media Player Settings .....	15-8
15.5	Pictures & Videos .....	15-9
	Viewing Pictures and Videos.....	15-9
	Sending Pictures and Videos .....	15-9
	Slideshow of Pictures .....	15-9
	Setting a Picture as Background.....	15-10
15.6	Java .....	15-10
15.7	File Explorer.....	15-10
15.8	Calculator .....	15-11
15.9	Pocket MSN .....	15-11
	Sign in to Pocket MSN.....	15-11
	MSN Messenger .....	15-11
15.10	IE Favorites.....	15-12

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15.11	Media Content .....	15-12
	Media Content Items .....	15-13
15.12	SIM Contacts .....	15-14
15.13	Search .....	15-15
15.14	Games .....	15-15
	Solitaire .....	15-15
	Bubble Breaker.....	15-16
15.15	Voice Commander .....	15-17
15.16	Profiles.....	15-17
15.17	SmartX.....	15-18
<b>16</b>	<b>Troubleshooting .....</b>	<b>16-1</b>
16.1	Resetting the Pocket PC Phone .....	16-2
16.2	Restoring Factory Defaults.....	16-2
16.3	Power Problems.....	16-2
16.4	Memory Problems .....	16-3
16.5	Screen Problems .....	16-3
16.6	Connection Problems .....	16-3
16.7	Hardware Problems .....	16-4
16.8	Software Problems .....	16-5
16.9	Other Problems.....	16-6
<b>17</b>	<b>Appendix .....</b>	<b>17-1</b>
17.1	<b>European Declaration of Conformity .....</b>	<b>17-2</b>

# Chapter 1

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## Getting Started

- 1.1 Package Content
- 1.2 Views of the Pocket PC Phone
- 1.3 Installing the SIM Card and Battery
- 1.4 Charging the Battery
- 1.5 Turning the Pocket PC Phone On and Off
- 1.6 Expanding the Pocket PC Phone

## 1.1 Package Content

Congratulations on purchasing your Pocket PC Phone. Its powerful features and functions help you manage effectively your most important business and personal information. You can also use the Pocket PC Phone to make phone calls as well as send or receive emails.

Please verify that you have the items listed below as soon as you unpack your Pocket PC Phone box. If any item is damaged or missing, notify your dealer immediately.

- SP70R Pocket PC Phone
- Battery
- Stylus (x2)
- USB cable plus USB connector
- AC charger
- Stereo earphone
- Pouch
- Getting Started Disc
- User Manual and Quick Start Guide

## 1.2 Views of SP70R



**Capture Key**

Press to take pictures or record videos.

**Volumes/  
Zoom in/out**

Press to adjust the volume in Standard mode; or zoom in/out in Camera mode.

**Power Key**

Press for 2 seconds to turn GSM/WLAN module off; or press to wake up the device from suspend/sleep mode.

**Voice Recording Button**

Press to start Notes options; press and hold to start recording, and release to stop recording.

**Microphone**

Serves as the phone receiver. It also receives sound for recording.

**Stylus**

Allows you to tap, write or draw on the touch panel.



**LED Photoflash**

**Camera Lens**

**Reset Switch**

Press to restart the Pocket PC Phone.



**IrDA Port**

Transfers data with other devices.

**USB Port**

Connects the AC charger for charging or USB cable for data transfer and synchronization.

### 1.3 Installing the SIM Card and Battery

Apply for a Subscriber Identification Module (SIM) card from your mobile phone service provider. The SIM card contains information of security certifications, and can store your contact data.

The Pocket PC Phone functions are only available when a SIM card is installed securely.

1. Insert the SIM card with the contact area facing inside of the Pocket PC Phone and the angled corner in the upper-left position, and then slide the SIM card towards the bottom into the slot.
2. Press the SIM card and slide the SIM card lock towards top to secure the SIM card.



3. Insert the three extruding parts on the battery into the holes in the battery compartment, and then press to close the battery. A click sound indicates that the battery is locked.



- Insert or remove the SIM card with great care. Do not bend the SIM card or scratch the contact area.
- Do not disassemble, squeeze, or pierce the battery, or store the battery where the temperature is over 60°C (140°F), or dispose of used batteries carelessly.
- Replace only with the same or equivalent type recommended by the manufacturer.
- Dispose of used batteries in accordance with local environmental regulations.

### 1.4 Charging the Battery

1. Connect the DC end of the AC charger to the converter.
2. Connect the converter to the USB connector on the bottom of the Pocket PC Phone, and the other end of the AC charger into a wall outlet.



AC power indicator will light up when SP70R detects battery charging by the AC Charger or USB. Please check the power setting of the SP70R for the status of the battery.



- After the charging is complete, press on both sides of the converter to detach it from the Pocket PC Phone.



- Charge the battery fully before turning on the Pocket PC Phone for use. When charging the battery for the very first time, you should charge it for at least 10 hours.
  - Fully charging a discharged battery takes about 2.5 hours. The actual charging time may vary depending on the using conditions.
  - A new battery will reach the optimal performance after several cycles of using and charging.
  - Upon a warning of low power, turn off the Pocket PC Phone and recharge the battery at once.
  - The estimated operating hours of the battery in different conditions are as follows:
    - Flight mode operation: 16 hours
    - Talk time: 5 hours
    - Standby time: 190 hours
  - The actual talk time and standby time vary depending upon local network status and user behavior.
  - Recommend using AC charger instead of USB for accelerated charging time.

## 1.5 Turning the Pocket PC Phone On and Off

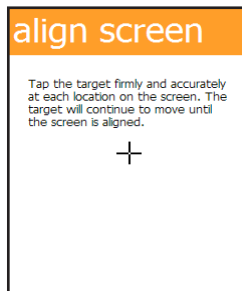
### Initial Startup

The Pocket PC Phone automatically performs the initial startup after the installation of the battery. It will start the initialization/calibration procedure.

- The backlight of the keypad lights up, accompanied with the **Loading** screen.
- The **Windows Mobile** screen appears after about 5 seconds.

### Initializing and Calibrating the Pocket PC Phone


- On the **Windows Mobile** screen, use the stylus to tap the screen to enter the **align screen** screen.
- Follow and tap the “+” positions. Then tap **Finish**.
- On the **stylus** screen, tap **Next**.
- On the **pop-up menus** screen, tap and hold the “9” position.
- On the pop-up menu that appears, tap **Cut**.
- Tap and hold the “11” position on the next screen.
- On the pop-up menu that appears, tap **Paste**.
- You have scheduled an appointment using pop-up menus successfully. Tap **Next**.
- On the **location** screen, select your time zone and then tap **Next**.
- On the **complete** screen, tap anywhere on the screen to enter the Today screen.



## Turning Off

After the initial startup, press the power key to enter the standby mode. To turn off the Pocket PC Phone (and enter the suspend mode), press and hold the power key for 2 seconds.



- By default, your Pocket PC Phone will automatically suspend after 1 minute (default setting) of inactivity when operating on battery power. You can change the setting by tapping  > **Settings** > **System** > **Power** > **Advanced**.

## 1.6 Expanding the Pocket PC Phone

### Using miniSD Cards

You can use the miniSD card slot of the Pocket PC Phone to back up or transfer files and data.

With the label of the miniSD card facing front and its connector pointing to the slot, insert the card into the slot.



To remove the miniSD card, make sure that no application is accessing the card to release it and then pull it out of the slot.



- Keep the miniSD card in a well-protected box or bag to avoid dust and humidity when you are not using it.
- A miniSD card should be formatted before use.
- With File Explorer, you can save data to a miniSD card. For information on using File Explorer, see section 15.7.

# Chapter 2

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## Basic Operation

- 2.1 Using the Stylus
- 2.2 Input Methods
- 2.3 Using the Navigation Keys
- 2.4 Today Screen
- 2.5 Volume Adjustment
- 2.6 Navigation Bar and Command Bar
- 2.7 Status Icons
- 2.8 Using Programs
- 2.9 Shortcut Menus
- 2.10 Notifications
- 2.11 Entering Information


## 2.1 Using the Stylus

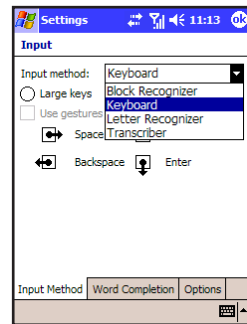
The stylus is a tool for you to communicate with your Pocket PC Phone. With the stylus, you can navigate and select objects on the screen.

The stylus allows you to:

- **Tap** Touch the screen once with the stylus to open items and select options.
- **Drag** Hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.
- **Tap and hold** Tap and hold the stylus on an item to see a list of actions available for that item. On the shortcut menu that appears, tap the action you desire.

## 2.2 Input Methods

The Pocket PC Phone provides several input methods for your selection. (See Section 2.11 for more information.) You can tap  > **Settings** > **Personal** > **Input** to select the most desired input method. This way, you do not need to change the input method every time when you enter information.



## 2.3 Using the Navigation Keys


The navigation keys includes five direction keys for moving up, down, left or right, and enter/confirm function on the screen for selection.

In a text field, use the navigation keys to move the cursor right or left, character by character.

At the center of the navigation keys is the OK key for you to activate the selected item.

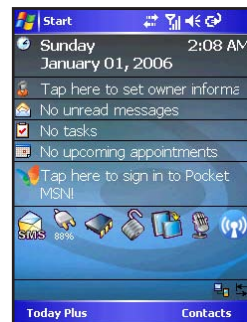



## 2.4 Today Screen

When you turn on your Pocket PC Phone for the first time each day (or after 4 hours of inactivity), you will see the Today screen. You can also display it by tapping  and then **Today**.


The Today screen displays important information, such as today's appointments and status icons for your device. Tap the information listed on the Today screen to open the associated program.

You can also tap **Today Plus** to quickly access more functionalities. See Chapter 12 for detailed information on Today Plus. Today Plus allows you to achieve single-hand operation via the navigation keys and OK button.




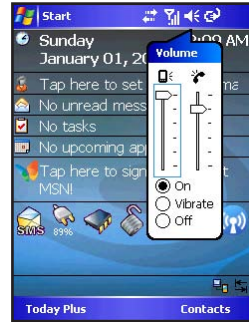
- To customize what is displayed on the Today screen, tap  > **Settings** > **Personal** > **Today**.

## 2.5 Volume Adjustment

You can tap the volume icon  on the Today screen to adjust the system volume, such as the sound you hear when you tap on program names and menu options, and the phone volume.




You can also press the volume keys  on the side of the Pocket PC Phone to easily adjust the volume during a phone call.

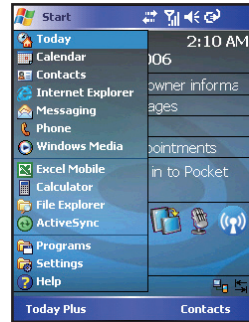


Basic Operation

## 2.6 Navigation Bar and Command Bar

The navigation bar, located at the top of the screen, displays the active programs and current time. Tap  to open the Start menu and select the desired program. Tap **OK** (if displayed on the upper-right corner of the screen) to save the changes you made and exit the current screen.

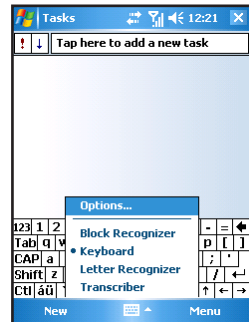
The navigation bar and Start menu are shown in the figure to the right.



Use the command bar at the bottom of the screen to perform tasks in programs.











The command bar includes the left and right soft keys, and the input panel button. You can tap the arrow next to the input panel to select an input method.

The command bar is shown in the figure to the right.





## 2.7 Status Icons

Status icons are displayed on the navigation bar and command bar of the Today screen. You can tap a status icon to display the associated control panel or more information related to the item.










Icon	Description
	The speaker is on.
	The speaker is off.
	The battery is charging.
	The battery power is low.
	The battery power is very low.
	The battery is fully charged.
	The connection is active.
	The connection is not active.
	One or more email or text messages were received.
	There are more icons not displayed due to insufficient display memory. Tap the icon to view all status icons.




























## 2.8 Using Programs





While using the Pocket PC Phone, you do not need to exit a program to open another or to conserve memory. The system manages memory automatically. To switch between programs:

- Tap  and select the Start menu.
- Tap  > **Programs** to access additional programs. Tap the program icon to launch a program.
- Press the program hot keys on the Pocket PC Phone to quickly open a program.

The table below shows the list of the programs and their icons.

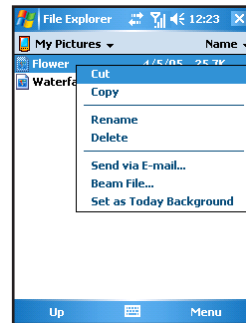
Icon	Program	Description
	ActiveSync	Synchronizes information between your Pocket PC Phone and desktop computer.
	Calendar	Schedules and keeps track of your appointments and create meeting requests.
	Contacts	Creates and displays your address book.
	Messaging	Sends and receives email, text and multimedia messages.
	Internet Explorer	Browses web sites and downloads new programs and files from the Internet.
	Windows Media	Plays digital audio and video files.
	Notes	Creates handwritten or typed notes, drawings and recordings.
	Tasks	Creates and displays your tasks.
	Excel Mobile	Creates new workbooks, or view and edit Excel workbooks created on your desktop computer.

Icon	Program	Description
	Word Mobile	Creates new documents, or view and edit Word documents created on your desktop computer.
	MyAlbum	Displays pictures and videos.
	AMR Recorder	Records sound or voice messages.
	VideoCam	Takes pictures or records videos.
	SIM Contacts	Displays the contact information stored in the SIM card.
	Calculator	Performs basic arithmetic.
	Pocket MSN	Allows you to register MSN Messenger.
	Search	Finds files or items on your Pocket PC Phone quickly.
	Games	Allows you to play games.
	Phone	Starts the phone program for phone calls and settings.
	Pictures & Videos	Displays or transfers the pictures and videos on the Pocket PC Phone.
	File Explorer	Browses and manages files and folders on the Pocket PC Phone.
	Java	Installs and manages Java programs.
	GPRS Auto Configuration	Performs auto configuration of the GPRS connection on the Pocket PC Phone.
	Download Agent	Downloads files for software update.
	PowerPoint Mobile	View PowerPoint files created on your desktop computer.
	Modem Link	Transforms your SP70R into an external modem.
	Profiles	Selects a mode for SP70R to notify you of events.
	Sim Toolkit	Accesses additional services that you have subscribed from your mobile phone service provider.
	Terminal Service Client	Allows you to use programs on a remote desktop computer.
	TodayPlus	Accesses more functionalities quickly.
	Wireless Manager	Selects Phone, Bluetooth, and Wi-Fi settings.
	SmartX	Performs a smart close function to quickly close running programs.
	Rotate Screen	Tap to rotate the screen at 90 degrees clockwise.
	Memory	Tap to quickly enter <b>Settings &gt; System &gt; Memory &gt; Running Programs</b> to stop the desired program.
	Keypad Lock	Tap to lock/unlock the keypad.
	SMS Message	Tap to compose a SMS text message.

Icon	Program	Description
	Power	Tap to view the remaining battery power.
	Voice Commander	To launch application via voice commander.
	Brightness	Tap to adjust the brightness of the display.
	IE Favorites	Allows you to use the built-in Web links quickly.

## 2.9 Shortcut Menus

With shortcut menus, you can quickly choose an action for an item. For example, you can use the shortcut menu in the contact list to quickly delete a contact, make a copy of a contact or send an email message to a contact. The actions in the shortcut menus vary from program to program. To access a shortcut menu, tap and hold the stylus on the name of the item that you want to perform the action on. When the menu appears, lift the stylus and tap the action you want to perform. Or tap anywhere outside the menu to close the menu without performing an action.

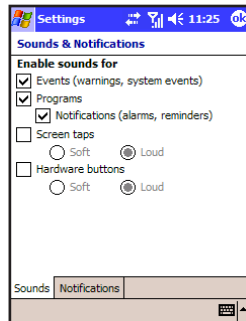


## 2.10 Notifications

Your Pocket PC Phone reminds you in a variety of ways when you have something to do. For example, if you have set up an appointment in Calendar, a task with a due date in Tasks or an alarm in Clock, you will be notified in any of the following ways:

- A message appears on the screen.
- A warning sound that can remind you.
- The GSM/notification indicator flashes.

You can choose customized reminder types by tapping  > **Settings** > **Personal** > **Sounds & Notifications**.



## 2.11 Entering Information

Your Pocket PC Phone provides several options for entering new information:

- Use the Input panel to enter typed texts
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into the microphone to record a message.



## Using the Input Panel

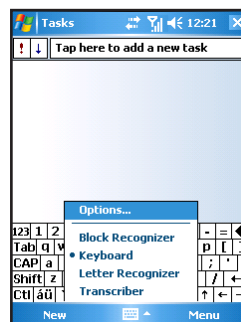
Use the Input panel to enter information in any program on your Pocket PC Phone. You can either type words by

- using the soft keyboard; or
- writing with your hand.

In any case, the characters appear as typed text on the screen.

To show or hide the Input panel, tap the Input panel button. Tap the arrow next to the Input panel button to see your choices.

When you use the Input panel, your Pocket PC Phone 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 Pocket PC Phone, the more words it learns to anticipate.



### Block Recognizer

With Block Recognizer, you can use the stylus to input characters using strokes that are similar to the Palm™ Graffiti® method.

To type with Block Recognizer:

1. Tap the arrow next to the Input panel button and then tap Block Recognizer.
2. 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 Block Recognizer, open Block Recognizer and then tap the question mark next to the writing area.

### Letter Recognizer

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

To type with Letter Recognizer:

1. Tap the arrow next to the Input panel button and then tap Letter Recognizer.
2. 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, open Letter Recognizer and then tap the question mark next to the writing area.

### 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 or more of information; then, you pause and let Transcriber change the written characters to typed characters.

To type with Transcriber:

1. Tap the arrow next to the Input panel button then tap Transcriber.
2. Write anywhere on the screen.

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

## Writing on the Screen

In any program that accepts writing—such as the Notes program and 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 later.

### Writing

To write on the screen, tap **Menu > Draw** to switch to writing mode. This action displays lines on the screen to help you write.

### Editing Your Writing

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

1. Tap and hold the stylus next to the text you want to select until the insertion point appears. Without lifting, drag the stylus across the text you want to select.
2. You can also select text by tapping the **Menu > Draw** to deselect it and then dragging the stylus across the screen.
3. Tap and hold the selected words and then tap an editing command (cut, copy or paste) on the shortcut menu or tap the command on the **Menu > Edit** menu.

If you accidentally write on the screen, tap **Menu > Undo** and try again.

### Converting Your Writing to Text

1. If you want to convert only certain words, select them before going to the next step.
2. To convert writing to text, tap **Menu > Tools > Recognize** or tap and hold the selected words and then tap **Recognize** on the shortcut menu. Your writing is turned into text. If a word is not recognized, it is left as writing.

If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing.

1. Tap and hold the incorrect word (tap one word at a time).
2. On the shortcut menu, tap **Alternates**. A menu with a list of alternate words appears.
3. Tap the word you want to use or tap the writing at the top of the menu to return to the original writing.

Some tips for getting good recognition are listed below:

- 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 that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, tap **Menu Zoom** to increase the zoom level to 300%.
- Write the letters of a word close together and leave big gaps between words.
- Hyphenated words, foreign words that use special characters, such as accents, 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 will not be 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 can be edited. For example, selected drawings can be resized, while writing cannot.

### Creating a Drawing

1. To create a drawing, cross three ruled lines on your first stroke. A drawing box appears.
2. Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines will be treated as writing.

### Editing Your Drawing

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

1. Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect the Pen button and then drag to select the drawings you want.
2. Tap and hold the selected drawing and then tap an editing command (cut, copy or paste) on the shortcut menu or tap the command on the **Edit** menu.
3. To resize a drawing, make sure the Pen button is not selected and then drag a selection handle.

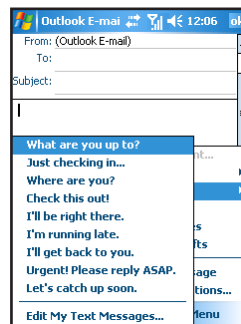


- Not every program supports the drawing mode.
- You may want to change the zoom level so that you can more easily work on or view your drawing. Tap **Menu > Zoom** and then choose a zoom level. You can also tap **Windows > Settings > Personal > Input > Options** to set the default zoom level.

## Using My Text

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

To edit a My Text message, tap **Tools > Edit My Text Messages**. Select the message you wish to edit and make desired changes.



# Chapter 3

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## Using the Phone Feature


- 3.1 Making a Call
- 3.2 Answering a Call
- 3.3 Using the Speakerphone and Muting a Call
- 3.4 Taking Notes During a Call
- 3.5 Creating a Speed Dial Entry
- 3.6 Call History
- 3.7 Changing Phone Settings
- 3.8 SIM Contacts
- 3.9 Turning the Phone On and Off

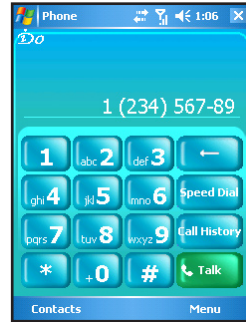
### 3.1 Making a Call

The phone mode indicator glows in green when you use the phone feature.

#### Using the On-Screen Phone Keypad

There are several ways to make a call. The most direct method is by using the Phone keypad.


1. Tap  > **Phone**, or press the **Call** button.
2. From the on-screen Phone keypad, tap the number you want to call.
3. Tap **Talk** to dial the number.

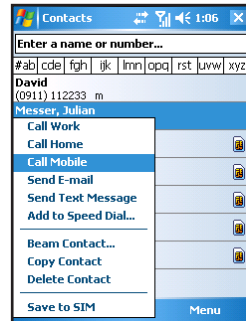


Using the Phone Feature

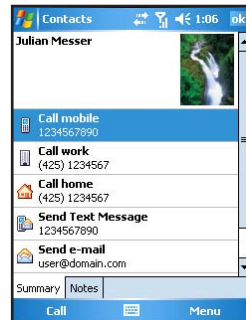
#### From Contacts

You can make a call from Contacts without having to look up or manually enter the number.

1. Tap  > **Contacts**, or tap the **Contacts** soft key.
2. The screen displays your contact list. From here, you can:
  - 2.1 Tap and hold the contact, and then tap **Call Work**, **Call Home**, or **Call Mobile**.





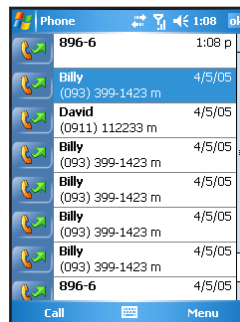
- 2.2 Tap to open the contact, and then tap the number you want to call.



## From Call History


Use Call History to quickly call someone you have recently called or someone who has just called you.

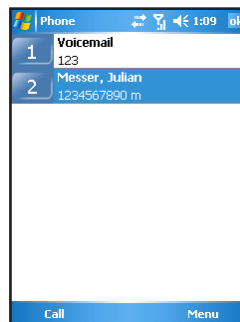
1. Tap  > **Phone**, or press the **Call** button.
2. From the Phone keypad, tap **Call History**.
3. Tap the icon (such as ) next to the desired number.



## Using Speed Dial

Speed dial numbers enable you to quickly place a call without having to actually enter the number. Before making a call using speed dial, you need to create a speed dial entry first. (See Section 3.6 for information on speed dial.)

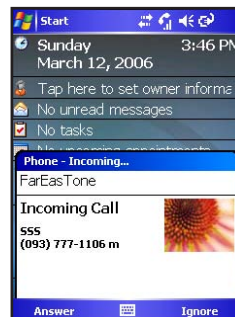
1. Tap  > **Phone**, or press the **Call** button.
2. From the Phone keypad, tap **Speed Dial**.
3. You can:
  - Tap the speed dial location number of the desired contact.
  - Tap and hold the speed dial location number assigned to a contact directly from the Phone keypad.



## 3.2 Answering a Call

When you receive a phone call, a message will appear, giving you an option to either answer or ignore the incoming call.

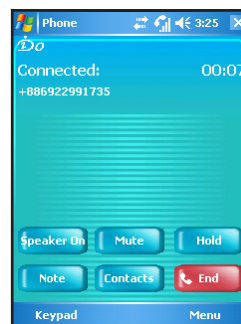
To answer a call, tap **Answer** or press the **Call** button.



During a call, you can do the following:

- To end a call, tap **End** or press the **Hook** button.
- To hold a call, tap **Hold**, or press and hold the **Call** button.

To ignore a call, tap **Ignore** or press the **Hook** button.



### 3.3 Using the Speakerphone and Muting a Call

#### Speakerphone

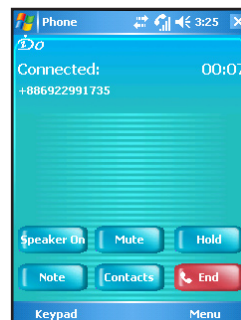
During a call, you can use the speakerphone function to send out the other party's voice through the speaker.

To use the speakerphone function, tap **Speaker On**. Tap **Speaker Off** to disable the speakerphone function.

#### Muting

During a call, you can mute your microphone so that the person with whom you are speaking cannot hear you, but you can still hear him or her. This is useful when, for example, you do not want the other person to hear a conversation or background noise on your side of the call.

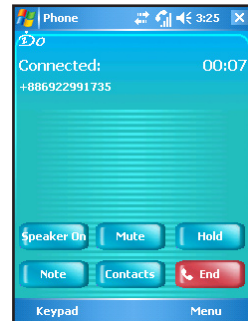
To mute a call, tap **Mute**. Tap **Unmute** to unmute a call.



### 3.4 Taking Notes During a Call

You can take notes on the Pocket PC Phone during a call.

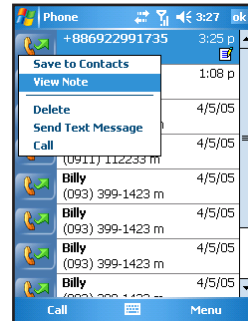
1. During a call, tap **Note**.
2. Enter your note on the note screen or record a message. When finished, tap **OK**.
3. The note will appear on your note list.



Using the Phone Feature

To access a note you created during a call:

1. Tap **Phone**, or press the **Call** button.
2. From the Phone keypad, tap **Call History**.
3. In the Call History list, tap and hold the name or number for the phone call entry containing the note, and then tap **View Note**.



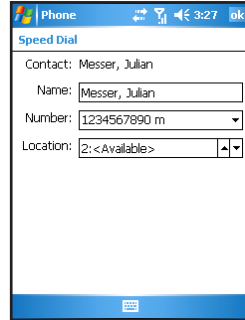


### 3.5 Creating a Speed Dial Entry

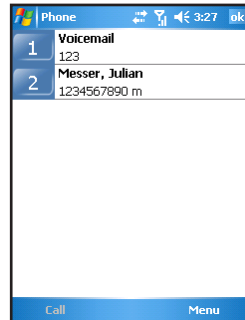
You can create speed dials to call frequently-called numbers with a single tap. Before you can create a speed dial entry for a phone number, that number must already exist in Contacts.

#### From Phone

1. Tap > **Phone**, or press the **Call** button.
2. From the Phone keypad, tap **Speed Dial** > **Menu** > **New**.
3. Tap the desired contact name and number.
4. In the Location field, tap the Up/Down arrows to select an available location to assign as the new speed dial entry, and then tap **OK**.



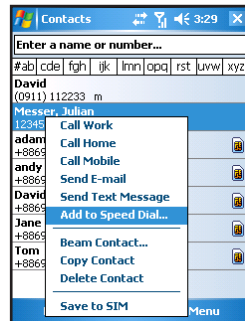
5. The new speed dial entry will appear on the speed dial list.
- The first speed dial location is reserved for your voice mail.



Using the Phone Feature

#### From Contacts

1. Tap > **Contacts**, or tap the **Contacts** soft key.
2. Tap and hold the contact name, and then tap **Add to Speed Dial**.
3. In the Location field, tap the Up/Down arrows to select an available location to assign as the new speed dial entry, and then tap **OK**.




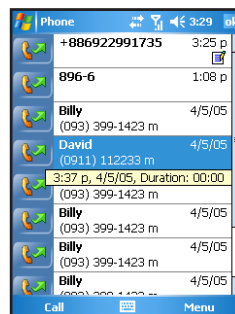
- To delete a speed dial entry, tap > **Phone** > **Speed Dial**, tap and hold the contact name in the box to the right of the assigned speed dial number, and then tap **Delete**.

## 3.6 Call History

Call History provides the time and duration of all incoming, outgoing, and missed calls, and a summary of total calls. Call History also provides easy access to any notes taken during a call (see Section 3.5 for more information).

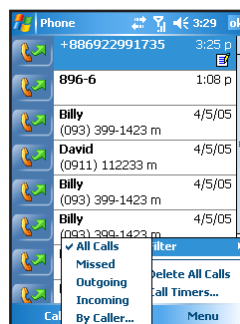
To view Call History:

1. Tap  > **Phone**, or press the **Call** button.
2. From the Phone keypad, tap **Call History**.
3. To quickly see the date, time, and duration of a call, tap the white area of the call's entry.



### Changing the Call History View

To change the Call History view, tap **Menu** > **Filter**, and select a different view. For example, you can view only missed or incoming calls, or view calls alphabetically by caller name.

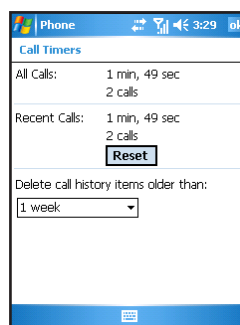


### Call Timers

You can tap **Menu** > **Call Timers** to view the duration and number of All Calls and Recent Calls.

You can reset the Recent Calls counter by tapping **Reset**. The All Calls counter cannot be reset.

You can delete Call History items older than a week, a month, or a different time period. Tap **Menu** > **Call Timers**, and then, under **Delete call history items older than**, select a time period.




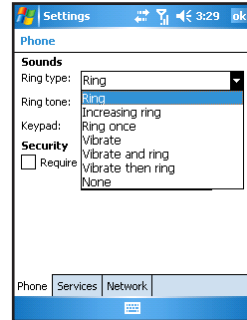
## 3.7 Changing Phone Settings

You can customize phone settings, such as the ring type and ring tone to be used for incoming calls, and the keypad tone to be used when entering phone numbers. You can also protect your phone from unauthorized use.

### Changing the Ring Type

You can change the way that you are notified of incoming calls. For example, you can choose to be notified by a ring, a vibration, or a combination of both.


1. Tap  > **Phone**, or press the **Call** button.
2. From the Phone keypad, tap **Menu** > **Options** > **Phone**.
3. Tap the **Ring type** list, select the desired option, and tap **OK**.

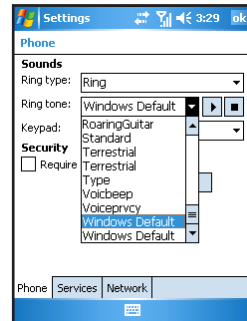


Using the Phone  
Feature

### Changing the Ring Tone


You can select a different sound to notify you of incoming calls.

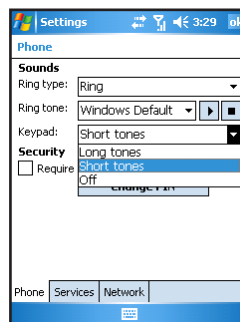
1. Tap  > **Phone**, or press the **Call** button.
2. From the Phone keypad, tap **Menu** > **Options** > **Phone**.
3. Tap the **Ring tone** list, select the desired option, and tap **OK**.



To select .mp3, .wav, .mid or .wma files as your ring tone, first use the ActiveSync on the desktop computer to copy the files to the \Windows\Rings folder on the Pocket PC Phone. For information on copying files to the Pocket PC Phone, see the ActiveSync Help on the desktop computer.


## Changing the Keypad Tone

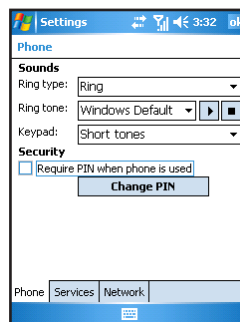
1. Tap  > **Phone**, or press the **Call** button.
2. From the Phone keypad, tap **Menu** > **Options** > **Phone**.
3. Tap the **Keypad** list, select the desired option, and tap **OK**.



## Securing Your Phone

You can protect your phone from unauthorized use by assigning a type of password called a PIN (Personal Identification Number). Your first PIN will be given to you by your mobile phone service provider.


1. Tap  > **Phone**, or press the **Call** button.
2. From the Phone keypad, tap **Menu** > **Options** > **Services**.
3. Select **Require PIN when phone is used**, and tap **OK**.

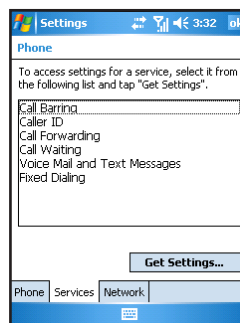


- To change the PIN, tap **Change PIN**. You need to enter the old PIN, enter the new PIN, and then re-enter the new PIN for confirmation.
- Emergency calls can be placed at any time, without requiring a PIN.

## Changing Phone Service Settings


You can access and configure settings for the phone services subscribed from your mobile phone service provider. For example, you may want to block certain types of incoming and/or outgoing calls, forward incoming calls to a different phone number based on your situation, be notified of incoming calls when you're already in a phone session, or let others know your identity when making calls.

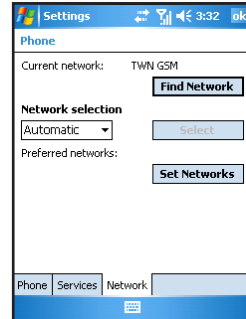
1. Tap  > **Phone**, or press the **Call** button.
2. From the Phone keypad, tap **Menu** > **Options** > **Services**.
3. Tap a service, and then tap **Get Settings**.
  - **Call Barring** blocks certain types of incoming and/or outgoing calls.
  - **Caller ID** lets people to know your identity when calling them by displaying your caller ID.
  - **Call Forwarding** forwards all incoming calls to a different number.
  - **Call Waiting** notifies you of incoming calls when you are already in a phone session.
  - **Voice Mail or Text Message Phone Number** changes the voice mail or text message phone number.



## Changing Phone Network Settings


You can view available networks and change their settings.

1. Tap  > **Phone**, or press the **Call** button.
2. From the Phone keypad, tap **Menu** > **Options** > **Network**.
3. The network your device is currently using will be listed at the top of the screen. You can specify whether you want to change networks manually or automatically, and determine the order in which your phone accesses another network if the current one is unavailable.

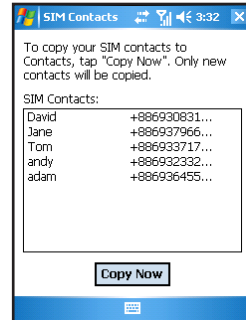


## 3.8 SIM Contacts

On your Pocket PC Phone, there can be two kinds of independent contact lists. One is stored in the Pocket PC Phone's memory by Microsoft Contacts; the other is stored in the SIM card. By default, you can use Contacts to load the contact information stored in the Pocket PC Phone's memory (see Chapter 4 for information on Microsoft Contacts), and use SIM Contacts to load the contact information stored in the SIM card.

Tap  > **Programs** > **SIM Contacts**. When running SIM Contacts for the first time after turning the Pocket PC Phone on, it may take a few minutes to load the contact information.

After the loading is completed, you can tap **Tools** > **Select All** > **Tools** > **Copy to Contacts** to copy your contacts to Contacts.




-  • Some Chinese contact info stored in the SIM card may appear in scrambled code while it is copied to the Pocket PC Phone.

### 3.9 Turning the Phone On and Off


You can turn your phone on and off while keeping your actual device On. Your phone is off when it is in flight mode.

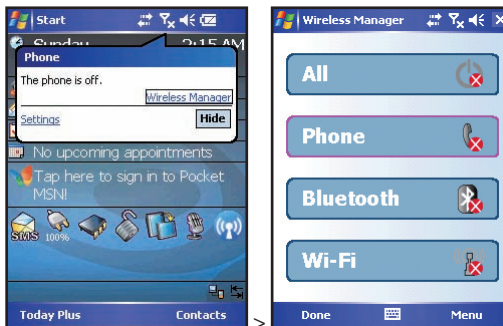
Turning the phone off:

1. Tap the signal icon  on the navigation bar, and then tap **Wireless Manager** on the pop-up message.
2. Tap **Phone**. The phone signal status will show **Off**.



Turning the phone on:

1. Tap the signal icon  on the navigation bar, and then tap **Wireless Manager** on the pop-up message.
2. Tap **Phone**. The phone signal status will show **On**.



# Chapter 4

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## Contacts


- 4.1 Creating a New Contact
- 4.2 Managing Contacts
- 4.3 View Modes
- 4.4 Changing List View Settings

## 4.1 Creating a Contact

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

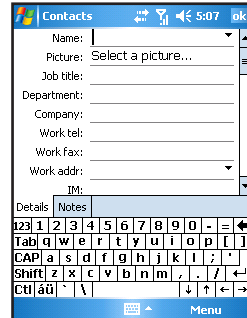
From Microsoft Contacts, you can create a new contact to store in Microsoft Contacts or on the SIM card.

### For Microsoft Contacts

1. Tap  > **Contacts**, or tap the **Contacts** soft key.
2. By default, the screen displays all contacts stored in Contacts. The bottom of the screen displays the current caller picture preview of the selected contact, the picture filename and ring tone file name.
3. To add a new contact, tap **New**, or **Menu > New Contact**.



4. Enter the name and other contact information. You will need to hide the Input panel to see all available fields.



5. To set a caller picture, tap **Select a picture** in **Picture** and browse for a picture stored on the Pocket PC Phone or miniSD card (if inserted).  
The picture formats supported by the Pocket PC Phone include: JPEG, PNG, BMP, GIF.





- To set a caller ring tone, tap **Ring tone** and browse for a sound file stored on the Pocket PC Phone or miniSD card (if inserted).

The sound formats supported by the Pocket PC Phone include: Polyphonic, Monophonic, MIDI, AMR, WAV, MP3, WMA, AAC, and AAC+.

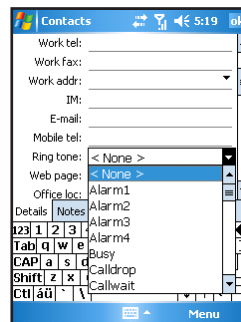
- You can assign a contact to a category so that you can use these groupings to quickly display only the information you want.

Tap **Categories**. Select the categories that you want to assign the contact to.

To create a new category, tap **New**, enter the category name, and then tap **Done**.

Tap **OK** to return to the previous screen.

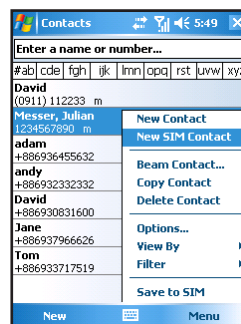
- Tap **Notes**. You can add written or typed notes and even recordings to a contact. For information on Notes, see Section 10.3.
- Tap **OK** to return to the contact list. The new contact is added to the list.



## For SIM Card

- Tap **Contacts**, or tap the **Contacts** soft key.
- To add a new SIM card contact, tap **Menu > New SIM Contact**.
- Enter the name and phone number of the contact, and tap **OK**.

SIM contacts appear at the bottom of the contact list in alphabetical order.



## 4.2 Managing Contacts

### Editing a Contact


- Tap **Contacts**, or tap the **Contacts** soft key.
- Tap to open the contact to edit, and tap **Menu > Edit**.
- Make the changes and tap **OK**.

### Deleting a Contact

- Tap **Contacts**, or tap the **Contacts** soft key.
- Tap to open the contact to delete, and tap **Menu > Delete**.
- Tap **Yes** to confirm.

### 4.3 View Modes

You can display the contact list in Name or Company view.


1. Tap  > **Contacts**, or tap the **Contacts** soft key.
2. Tap **Menu** > **View By** > **Name** or **Company**.

In Name view, you can search for a contact by entering a name or number, or by using the alphabetical index.

In Company view, you can view a list of contacts employed by a specific company.



### 4.4 Changing List View Settings

1. Tap  > **Contacts**, or tap the **Contacts** soft key.
2. Tap **Menu** > **Options**.
3. To display a greater number of contacts, select the **Show contact names only** check box, and clear the **Show alphabetical index** check box.

# Chapter 5

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## Recording Messages

- 5.1 Recording Messages in Notes
- 5.2 AMR Recorder

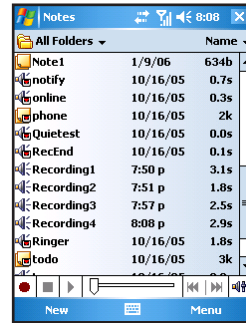
## 5.1 Recording Messages in Notes

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. The recordings will be saved as .wav files in the \My Documents folder on the Pocket PC Phone.

You can record a message when the Record button appears on the command bar. In Pocket Word, use the recording function by the View menu.

### Creating a Recording

1. Hold your Pocket PC Phone's microphone near your mouth or other source of sound.
2. Hold down the **Voice Recording** button. When you hear the beep, begin your recording.
3. Keep holding down the **Voice Recording** button during the recording.
4. Release the button when you are finished. You will hear two beeps.
5. The new recording is stored as a stand-alone recording if no note is open. Tap the recording file to play back.



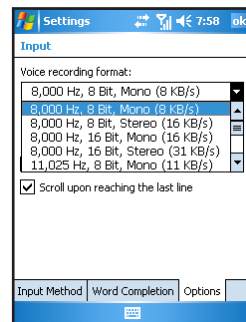
- The voice recording indicator glows in red when a recording is in process.
- You can use the Record/Playback toolbar for recording and playback.
- Tap **Windows > Settings > Personal > Input > Options** to select the voice recording format.

### Recording Formats

Your Pocket PC Phone supports several formats for voice notes. The formats vary in both the quality of the recording and the size of the sound file. When selecting a recording format, you should consider the quality you need as well as how much storage memory the recording will use on your Pocket PC Phone.



Not all recording formats are compatible with other software or computers. If you will share your recordings with others or transfer a recording to your desktop computer, be sure to choose a recording format that is supported by the software used to play recordings on the other computer.

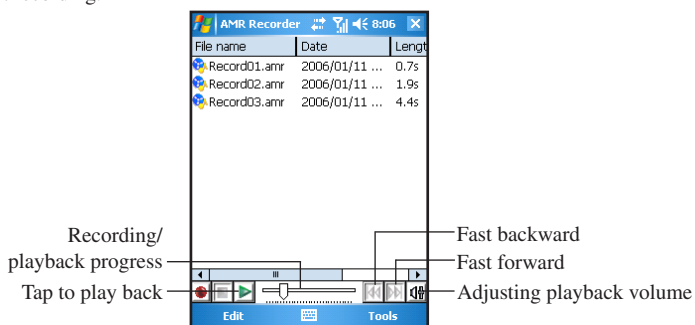
To select a recording format, tap **Windows > Settings > Personal > Input > Options** to select a recording format. The list of recording formats on your Pocket PC Phone indicates the sample rate, whether the format is stereo or mono and how much storage memory is required per second of recording. You may need to experiment with different sample rates and formats to determine which format best suits your needs.




## 5.2 AMR Recorder

Besides the built-in recording program described in the previous section, you can also use the AMR Recorder program to record messages. AMR Recorder will save the recordings as AMR files in the My Device\My Documents\Recording folder on the Pocket PC Phone.

1. Tap  > **Programs** > **AMR Recorder**.
2. Hold your Pocket PC Phone's microphone near your mouth or other source of sound. Then tap the  icon to start recording.



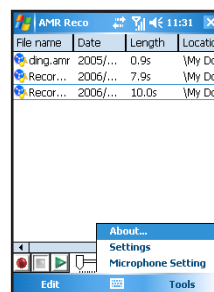
3. To stop recording, tap the  icon. The recording will appear on the list. (To delete a recording, tap and hold the file on the list, and then tap **Delete**.)



- The recording indicator glows in red when a recording is in process.
- If the earphone is already connected to the Pocket PC Phone, then the recording will receive sounds from the speaker on the earphone.

You can change the following settings in Recorder:

- To change the storage location of the recording files, tap **Tools** > **Settings**.



- To change the recording quality, tap **Tools** > **Microphone Setting**. When finished, tap **OK** to save the change.


# Chapter 6

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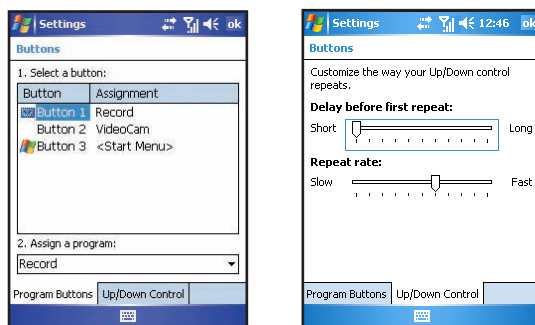
## Customizing Personal Settings

- 6.1 Buttons
- 6.2 Input
- 6.3 Lock
- 6.4 Menus
- 6.5 MSN Options
- 6.6 Owner Information
- 6.7 Phone
- 6.8 Sounds & Notifications
- 6.9 Today
- 6.10 Today Plus
- 6.11 Voice Commander


## 6.1 Buttons

Tap  > **Settings** > **Personal** > **Buttons**.

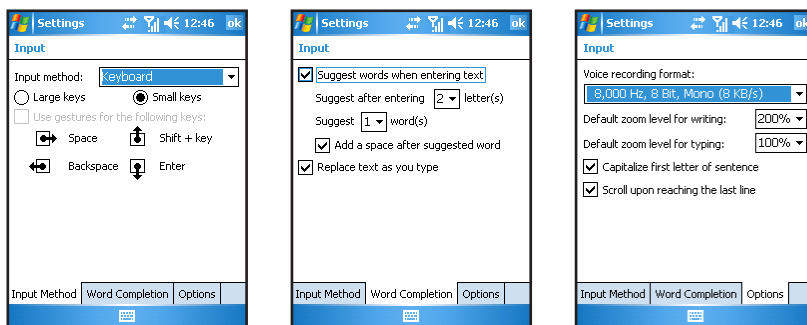
Use this item to assign programs to the hardware buttons and set the repeat rate of the Up/Down direction keys.




## 6.2 Input

Tap  > **Settings** > **Personal** > **Input**.


This item sets up items related to Block Recognizer, soft keyboard, Letter Recognize, Transcriber input methods and voice recording format.

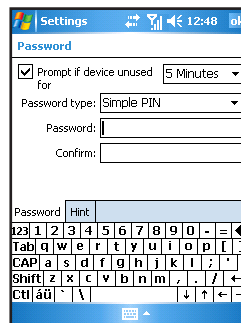


## 6.3 Lock

Tap  > **Settings** > **Personal** > **Lock**.

This item allows you to set a password for security.

1. Tap  > **Settings** > **Personal** > **Password**.
2. Check the **Prompt if device unused** item and select a value to set the time for the Pocket PC Phone to prompt for password after idling.
3. Select the type of password you would like to use. You can set a four-digit password or a long password containing a combination of at least seven characters, numbers or punctuation.
4. Tap the numbers or characters to set your password.
5. To keep a hint for yourself in case you forget your password, tap **Prompt** and enter the prompt for password.
6. Tap **OK**.

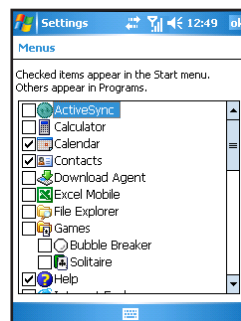


## 6.4 Menus

Tap  > **Settings** > **Personal** > **Menus**.

This item allows you to customize what appears on the Start menu.

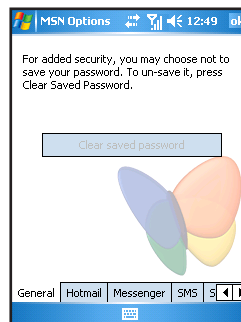
On the program list, the selected items will appear on the Start menu, and the unselected items appear in Programs.



## 6.5 MSN Options

Tap  > **Settings** > **Personal** > **MSN Options**.

Use this item to manage your Pocket MSN settings.

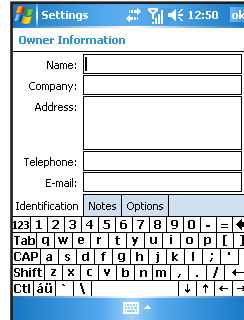




## 6.6 Owner Information

Tap  > **Settings** > **Personal** > **Owner Information**.

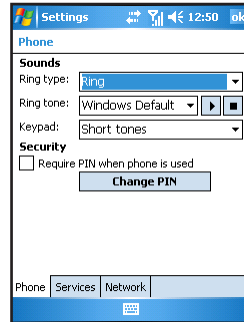
Use this item to enter your personal information.



## 6.7 Phone

Tap  > **Settings** > **Personal** > **Phone**.

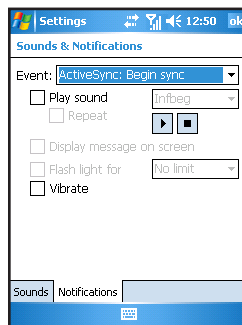
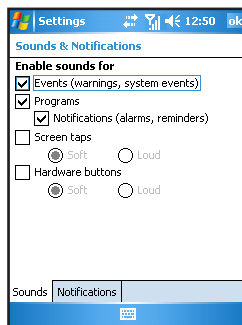
This item changes the phone-related settings. See Section 3.8 for detailed information.




## 6.8 Sounds & Notifications

Tap  > **Settings** > **Personal** > **Sounds & Notifications**.

This item sets the conditions and types of the sounds, system volume and methods of notifications.

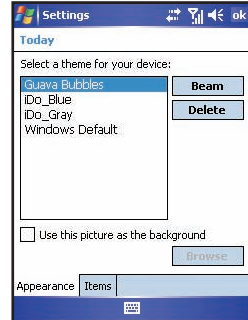


## 6.9 Today

Tap  > **Settings** > **Personal** > **Today**.

Tap **Appearance** to select a desired theme for the background. You can also tap **Beam** to exchange favorite themes with your friends.

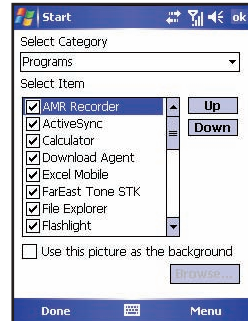
Tap **Items** to select the information you want displayed on the Today screen. You can also select a period of time (4 hours by default) for your Pocket PC Phone to automatically return to the Today screen.



## 6.10 Today Plus

Tap  > **Settings** > **System** > **Today Plus**.

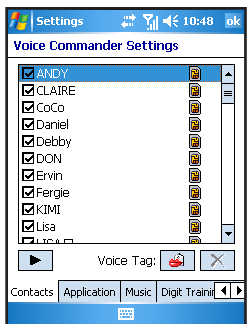
Use this item to configure the displayed items in Today Plus. See Chapter 12 for detailed information on Today Plus.



## 6.11 Voice Commander

It provides the voice simulation function to help facilitate the identification such that the user's specific speech sounds may be identified easily.

It offers the voice identification/simulation function for operations in Contacts, Applications, Music, and Digit, etc.



# Chapter 7

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## Customizing System Settings

- 7.1 About
- 7.2 Backlight
- 7.3 Certificates
- 7.4 Clock & Alarms
- 7.5 Error Reporting
- 7.6 Memory
- 7.7 Microphone Environment
- 7.8 Power
- 7.9 Regional Settings
- 7.10 Remove Programs
- 7.11 Screen
- 7.12 System Information
- 7.13 Wake Up Screen
- 7.14 SmartX
- 7.15 Ring Tone


## 7.1 About

Tap  > **Settings** > **System** > **About**.

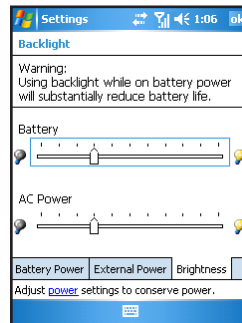
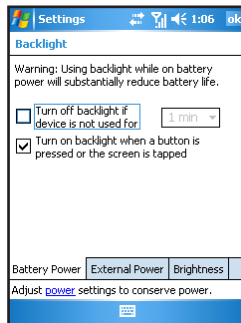
This item shows the hardware information of the Pocket PC Phone and defines the device name that your Pocket PC Phone uses for identifying itself to other computers.



## 7.2 Backlight

Tap  > **Settings** > **System** > **Backlight**.

This item adjusts the brightness of the display and sets the automatic turnoff for power saving purposes.




## 7.3 Certificates

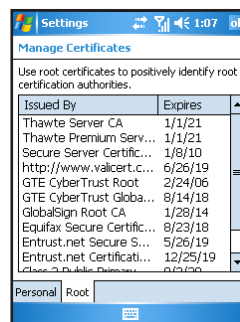
Tap  > **Settings** > **System** > **Certificates**.

You may add/delete the public key certificates to/from your Pocket PC Phone. These certificates help establish your identity when you are logging into a secured network, such as a corporate network. Certificates also help establish the identity of other computers, such as servers, with which you connect. This helps prevent unauthorized users from accessing your Pocket PC and information.

You can store two types of certificates on your Pocket PC: Personal Certificates that establish your identity, and Root Certificates that establish the identity of servers with which you connect.

### Managing Certificates

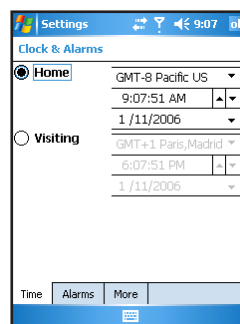
1. Tap  > **Settings** > **System** > **Certificates**.
2. The list displays the names of the certificate issuers and the expiration date.
3. To view more information about a certificate, tap it in the list.
4. To delete a certificate, tap and hold it in the list and then tap **Delete**.



## 7.4 Clock & Alarms

Tap  > **Settings** > **System** > **Clock & Alarms**.

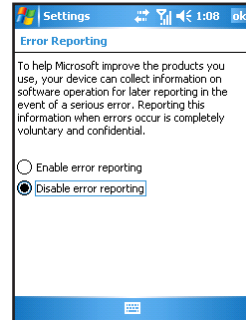
This item allows you to change the date and time and to set alarms.




## 7.5 Error Reporting

Tap  > **Settings** > **System** > **Error Reporting**.

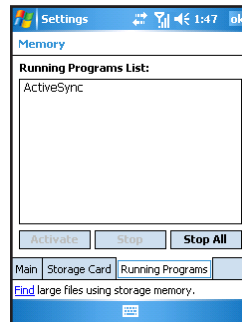
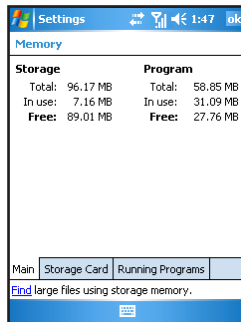
Use this item to send information needed by technical support groups to diagnose a program error.




## 7.6 Memory

Tap  > **Settings** > **System** > **Memory**.

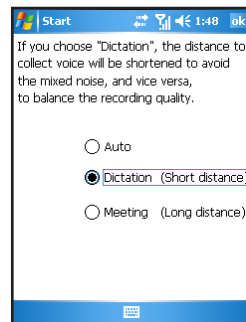
This item displays the amount of memory allocated for storage and program memory, as well as the memory on the storage card (if installed). You can also use this item to manually stop a program.



## 7.7 Microphone Environment

Tap  > **Settings** > **System** > **Microphone Environment**.

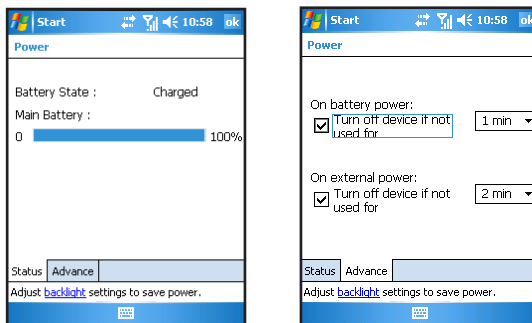
This item sets the microphone environment for the recording mode.



## 7.8 Power

Tap  > **Settings** > **System** > **Power**.

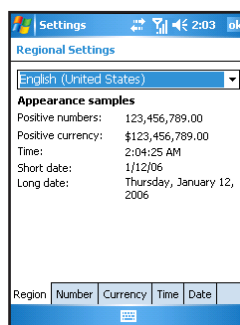
This item shows the remaining battery power and sets the time for the Pocket PC Phone to turn off automatically.



## 7.9 Regional Settings

Tap  > **Settings** > **System** > **Regional Settings**.

This item specifies the region of your location and the formats of the number, currency, time and date.




## 7.10 Remove Programs

Tap  > **Settings** > **System** > **Remove Programs**.

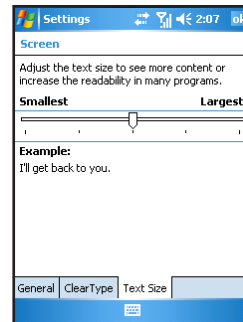
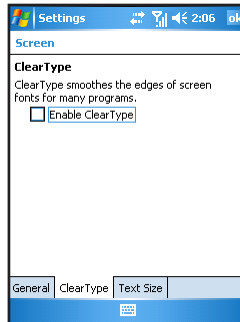
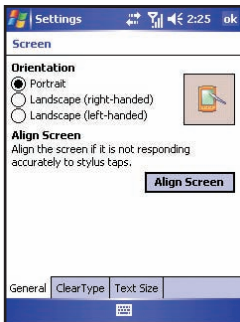
This item allows you to remove programs you have added to the memory of your Pocket PC Phone. Tap the desired program and then tap **Remove**.



## 7.11 Screen

Tap  > **Settings** > **System** > **Screen**.

This item allows you to adjust the touch screen for accurate screen taps and to enable ClearType feature for easier reading of text in programs that support ClearType.



## 7.12 System Information

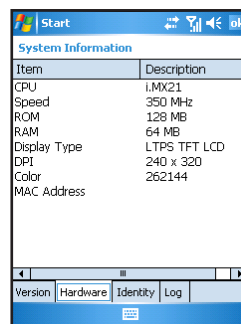
Tap  > **Settings** > **System** > **System Information**.

- Tap **Version** to view the software version of the Pocket PC Phone.






- Tap **Hardware** to view the hardware information of the Pocket PC Phone.



System Information	
Item	Description
CPU	i.MX21
Speed	350 MHz
ROM	128 MB
RAM	64 MB
Display Type	LTPS TFT LCD
DPI	240 x 320
Color	262144
MAC Address	

Version Hardware Identity Log

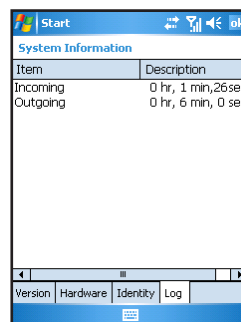
- Tap **Identity** to view the model name and operating system of the Pocket PC Phone.



System Information	
Item	Description
Product ID	S630
OS	PocketPC
IMEI	352021002664415
Bluetooth Address	06FF000E800
WLAN Channels	USA FCC

Version Hardware Identity Log

- Tap **Log** to view the talk time for incoming and outgoing phone calls.



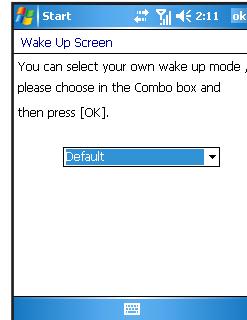
System Information	
Item	Description
Incoming	0 hr, 1 min, 26sec
Outgoing	0 hr, 6 min, 0 sec

Version Hardware Identity Log


## 7.13 Wake Up Screen

Tap  > **Settings** > **System** > **Wake Up Screen**.

Use this item to select the displayed screen when the Pocket PC Phone wakes up from the standby mode.



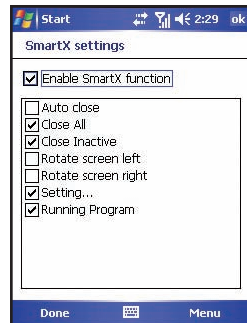
## 7.14 SmartX

Tap  > **Settings** > **System** > **SmartX**.


You can customize the displayed items on the SmartX menu. The items for selection include:

- **Auto close** closes the current program.
- **Close All** closes all running programs.
- **Close Inactive** closes inactive programs.
- **Running Program** displays the running program(s).
- **Rotate screen left** (disabled by default) rotates the screen at 90 degrees counterclockwise.
- **Rotate screen right** (disabled by default) rotates the screen at 90 degrees clockwise.
- **Settings** displays the SmartX settings.

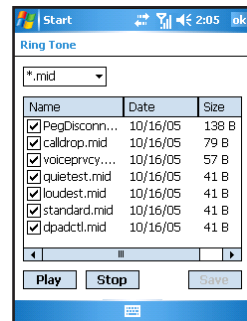
See Section 15.17 for detailed information on SmartX.



## 7.15 Ring Tone

Tap  > **Settings** > **System** > **Ring Tone**.

This item sets the ring tone file. The screen displays all sound files stored on the Pocket PC Phone with the format of AMR (.awb), MIDI (.rmi, .mmf, .mid), MP3, WAV, WMA, AAC, and AAC+.



# Chapter 8

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## Getting Connected

- 8.1 GPRS Auto Configuration
- 8.2 Beam
- 8.3 Bluetooth
- 8.4 Connections
- 8.5 Wireless Manager

## 8.1 GPRS Auto Configuration

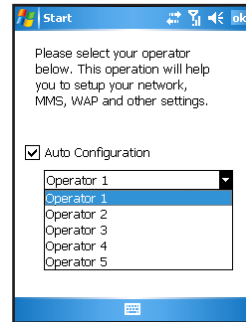
GPRS is a high-speed transmission through the mobile phone network, which provides permanent on-line connection.

When you apply for the GPRS service, your service provider may have already set up a GPRS connection for you. You can also perform automatic GPRS configuration on your Pocket PC Phone.



- If you have subscribed to the GPRS and MMS services from your mobile phone service provider, GPRS connection is active, and so is MMS connection.

Tap > **Settings** > **Connections** > **GPRS Auto Configuration**.  
Select **Auto Configuration**, select your mobile phone service provider, and then tap **OK**.



## 8.2 Beam

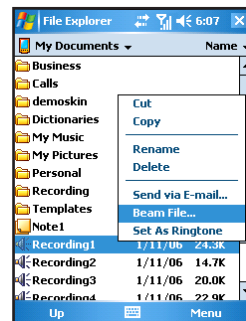
Use beaming software and hardware, such as infrared (IR), to send and receive information and files between mobile devices. If an IR port is installed on your desktop computer, you can send and receive information and files between your device and desktop computer.

When data transmission is not available, please note:


- Transfer only one file, or no more than 25 contact cards, at a time.
- When using IR, make sure nothing is between the two IR ports.
- Adjust the room lighting or move to another location (some types of light interfere with beaming).

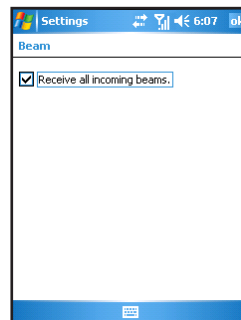
### Sending Information

1. Switch to the program where you created the item you want to send and locate the item in the list.
2. Tap and hold the item and tap **Beam File** on the pop-up menu.
  - In Tasks, tap **Beam Task**.
  - In Contacts, tap **Beam Contact**.
  - In Calendar, tap **Beam Appointment**.
3. Align the IR ports so that they are unobstructed and within a close range.



## Receiving Information

1. Before receiving beamed information, tap  > **Settings** > **Connections** > **Beam**.
2. Select Receive all incoming beams, and tap **OK**.
3. Align the IR ports so that they are unobstructed and within a close range.
4. The Pocket PC Phone will search for the other device and receive information automatically.




## 8.3 Bluetooth

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about 10 meters (30 feet) without requiring a physical connection. You can use Bluetooth in the following ways:

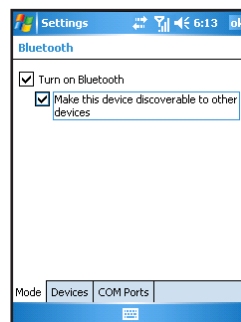
- Beam information, such as files, appointments, tasks, and contact cards, between devices that have Bluetooth capabilities.

### Turning on and off Bluetooth

1. Tap  > **Settings** > **Connections** > **Bluetooth**.
2. To turn on Bluetooth, select the **Turn on Bluetooth** check box. To make your device discoverable for information exchange, select the **Make this device discoverable to other devices** check box. To turn off Bluetooth, clear the **Turn on Bluetooth** check box.
3. Tap **OK**.



- By default the Bluetooth is turned off. If you turn it on, and then turn off your device, the Bluetooth also turns off. When you turn on your device again, the Bluetooth turns on automatically.




## Bluetooth Information Exchange

### Beaming Information with Bluetooth

1. Turn on the Bluetooth as described earlier in the “Turning on and off Bluetooth” section.
2. Tap and hold an item to beam, such as an appointment in Calendar, a task in Tasks, a contact card in Contacts, or a file in File Explorer.
3. Tap **Beam [type of item]**.
4. Your Pocket PC Phone will search for Bluetooth devices within a range of about 10 meters (30 feet) and display the device names on the screen. Tap the device to which you want to send the beam.


### Receiving a Bluetooth Beam

1. Tap  > **Settings** > **Connections** > **Beam**.
2. Turn on the Bluetooth as described earlier in the “Turning on and off Bluetooth” section.
3. Make sure that the device is powered on, discoverable, and within 10 meters (30 feet) of your device.
4. When prompted to receive an incoming beam, tap **Yes**.

### Bonding with Other Devices

A bond is a relationship that you create between your Pocket PC Phone and another Bluetooth device in order to help exchange information in a secure manner. Creating a bond involves entering the same PIN on the two devices you want to bond. Once a bond is created, the devices need only have their Bluetooth turned on to exchange information; they do not need to be in discoverable mode.

#### Creating a Bond

1. Make sure that the two devices are placed within 10 meters of one another and that Bluetooth is in discoverable mode on both devices.
2. Tap  > **Settings** > **Connections** > **Bluetooth** > **Devices** > **New Partnership**.
3. Your device searches for other Bluetooth devices and displays them in the list.
4. Tap the name of the other device, and then **Next**.
5. In **Passkey**, enter a passkey of between 1 and 16 characters and tap **Next**.
6. Enter the same passkey on the other device.
7. If you want, in **Display Name**, edit the name of the other device. You may use any name.
8. Tap **Finish**.

#### Accepting a Bond

1. Make sure that the two devices are placed within 10 meters of one another and that Bluetooth is in discoverable mode on both devices.
2. When prompted to bond with the other device, tap **Yes**.
3. In **Passkey**, enter a passkey of between 1 and 16 characters and tap **Next**. You must enter the same passkey that was entered on the device requested the bond.
4. If you want, in **Display Name**, edit the name of the other device. You may use any name.
5. Tap **Finish**. The bond is created. You can now exchange information with the other device.



- Supports Bluetooth earphone, Bluetooth GPS, Bluetooth Keyboard, and other related products.


## 8.4 Connections

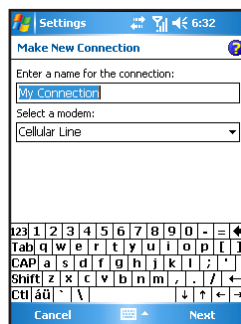
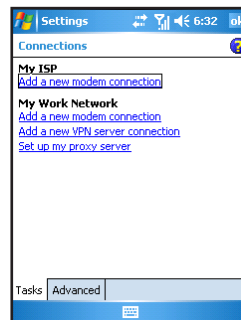
You can set up connections to the Internet and corporate network at work in order to do such activities as browse the Internet or intranet, send/receive email and instant messages, and synchronize information using ActiveSync.

Your device has two groups of connection settings:


- **My ISP settings** are used to connect to the Internet.
- **My Work Network settings** can be used to connect to any private network, such as a corporate network you use at work.

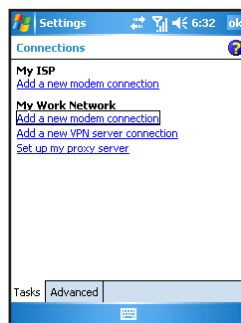
## Connecting to the Internet

1. Obtain the following information from your ISP: ISP server phone number, user name, and password.
2. Tap  > **Settings** > **Connections** > **Connections**.
3. In **My ISP**, tap **Add a new modem connection**.
4. Enter a name for the connection, such as your company's name. In the **Select a modem** list, tap your modem type. Tap **Next**.
5. Enter the phone number. Tap **Next**.
6. Enter your user name, password, and domain name as provided by your ISP. If a domain name was not provided, try the connection without entering a domain name. You need not to change any advanced settings. Tap **Finish**.

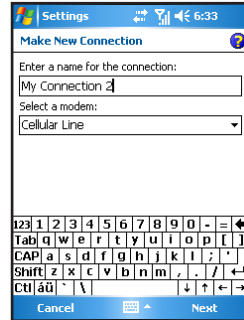


## Connecting to Work

1. Obtain the following information from your network administrator: server phone number, user name, and password.
2. Tap  > **Settings** > **Connections** > **Connections**.
3. In **My Work Network**, tap **Add a new modem connection**.



4. Enter a name for the connection, such as your company's name. In the **Select a modem** list, tap your modem type. Tap **Next**.
5. Enter the phone number. Tap **Next**.
6. Enter your user name, password, and domain name as provided by your network administrator. If a domain name was not provided, try the connection without entering a domain name. You need not to change any advanced settings. Tap **Finish**.



## Setting up VPN Server Connections

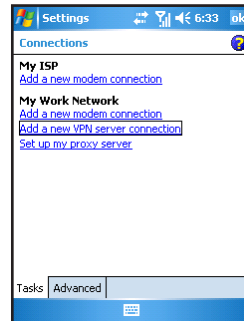
A VPN connection helps you to securely connect to servers, such as a corporate network, via the Internet. Ask your network administrator for your user name, password, domain name, TCP/IP settings, and host name or IP address of the VPN server.

1. Tap > **Settings** > **Connections** > **Connections**.
2. In **My Work Network**, tap **Add a new VPN server connection**.
3. In **Name**, enter a name for the connection, such as your company name.

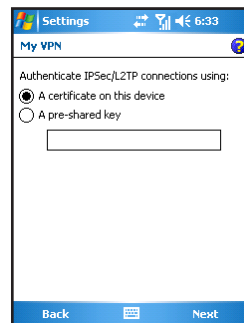
In **Host name/IP**, enter the name and IP address of the VPN server.

Next to **VPN type**, select the type of authentication to use with your device: **IPSec/L2TP** or **PPTP**. If you aren't sure which option to choose, ask your network administrator.

Tap **Next**.




4. Select the type of authentication. If you select **A pre-shared key**, enter the key provided by your network administrator. Tap **Next**.
5. Enter your user name, password, and domain name as provided by your network administrator. If a domain name was not provided, try the connection without entering a domain name. You should not need to change any advanced settings. Tap **Finish**.

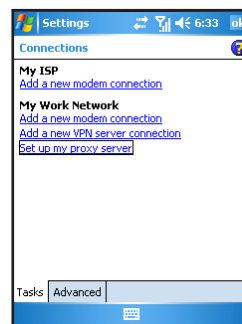


## Setting up Proxy Server Settings

If you are connected to your ISP or private network during synchronization, your mobile device should download proper proxy settings during synchronization from your desktop computer. If these settings are not on your desktop computer or need to be changed, ask your ISP or network administrator for the proxy server name, server type, port, type of Socks protocol used, and your user name and password.




1. Tap  > **Settings** > **Connections** > **Connections**.
2. In **My Work Network**, tap **Add a new proxy server**.
3. Select **This network connects to the Internet** and **This network uses a proxy server to connect to the Internet**. In the **Proxy server** box, enter the proxy server name.
4. To change such settings as port number or proxy server type, tap **Advanced** and change desired settings.
5. When you are finished, tap **OK**.




## 8.5 Wireless Manager

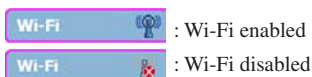
Wireless Manager provides a quick way to control the Bluetooth, Phone, and WLAN settings.

1. On the Today screen, tap the  Wireless Manager area.
2. You can do the following:
  - To enable or disable the Bluetooth function, tap **Bluetooth**.
  - To change the Bluetooth settings, tap **Menu** > **Bluetooth Settings**.
  - To enable or disable the phone , tap **Phone**.
  - To change the Phone settings, tap **Menu** > **Phone Settings**.
  - To enable or disable the Wi-Fi, tap Wi-Fi.
  - To change the Wi-Fi settings, tap Menu > Wi-Fi settings.



### Connection to the WLAN Network

1. Tap **Start** > **Settings** > **Connections** > **Wireless Manager** or Tap the Wireless Manager icon  in Today's screen to start the Wireless Manager console.
2. Click the Wi-Fi button to enable/disable wireless networking features. The Wi-Fi icon will indicate the current wireless network status



3. In the Wireless Manager screen, tap **Menu** > **Wi-Fi Settings** for relevant configuration. When the configuration is done, you may connect to WLAN with your mobile phone.



- You may also tap **Start** > **Settings** > **Connections** > **Network Cards** to access the Wireless LAN Settings screen.

Wireless Network Status Detection

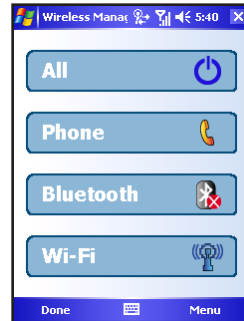
Enter Wireless Manager to detect the current wireless network status in the following three screens of the mobile phone.

- Today Screen. The indicator (the second indicator on the bottom of the device) will light on.



Wireless Manager

- Wireless Network Screen. The current connection status and signal intensity of each wireless network channel will display on the Wireless LAN screen.




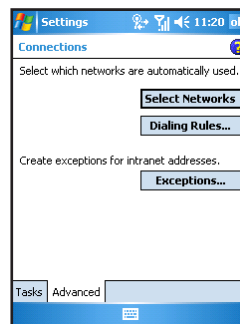
- Wireless LAN Settings Screen. Tap **Start > Settings > Connections > Network Cards**. The wireless network available will display in the screen. You may also add a new wireless network connection.
- And enter Network Adapters to choose your network card status, Such as The Internet or Work.



## Setting up Proxy Server Settings

If you are connected to your ISP or private network during synchronization, your mobile device should download proper proxy settings during synchronization from your desktop computer. If these settings are not on your desktop computer or need to be changed, ask your ISP or network administrator for the proxy server name, server type, port, type of Socks protocol used, and your user name and password.

1. Tap  > **Settings** > **Connections** > **Connections**.
2. In **My Work Network**, tap **Add a new proxy server**.
3. Select **This network connects to the Internet** and **This network uses a proxy server to connect to the Internet**. In the **Proxy server** box, enter the proxy server name.
4. To change such settings as port number or proxy server type, tap **Advanced** and change desired settings.
5. When you are finished, tap **OK**.



# Chapter 9

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## Internet Explorer

- 9.1 Using Internet Explorer
- 9.2 Viewing Mobile Favorites
- 9.3 Changing Settings

## 9.1 Using Internet Explorer


You can use Internet Explorer Mobile to view Web pages on your mobile device in two ways:

- downloading pages through synchronization (See Chapter 11.)
- connecting to the Internet (see Chapter 8)

To switch to the program, tap  > **Internet Explorer Mobile**. The Internet Explorer Mobile home page appears.



### Sending a Link via Email

1. Tap  > **Internet Explorer Mobile**.
2. Go to the page you want to send.
3. Tap **Menu** > **Tools** > **Send Link via E-mail**. A new message is created with the page address inserted in the message body.

## 9.2 Viewing Favorites

Your Pocket PC Phone has incorporated some of the useful favorites for your use.

On the Internet Explorer screen, tap **Favorites** to open the favorite list.

If you are using Microsoft Internet Explorer 4 or greater on the desktop computer, you can synchronize favorite links. If you are using Microsoft Internet Explorer 5 or later versions on the desktop computer, you can also synchronize mobile favorites. Synchronizing favorite links enable you to have the URLs of your favorite Web sites at your fingertips. Synchronizing a mobile favorite enables you to view Internet content on your device while you are disconnected from your Internet service provider and desktop computer. Favorites are stored in the Mobile Favorites subfolder of Favorites in Internet Explorer on the desktop computer. This folder will be created when you select the Favorites information type for synchronization in ActiveSync on your desktop computer. Favorites must be stored in this folder to be synchronized.

### Synchronizing a Favorite Link

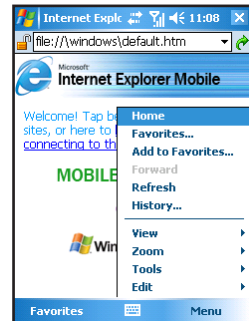
1. In ActiveSync on your desktop computer, click **Tools** > **Options**, and select **Favorite**. For more information on using ActiveSync, see ActiveSync Help.
2. In Internet Explorer on your desktop computer, save or move favorite links to the Mobile Favorites subfolder in the Favorites list. For more information on using Internet Explorer, see Internet Explorer Help on the desktop computer.
3. Connect your mobile device to your desktop computer. If synchronization does not start automatically, in ActiveSync on your desktop computer, click **Sync**.

## Synchronizing a Mobile Favorite

1. In ActiveSync on your desktop computer, click **Tools > Options**, and select **Favorite**. For more information on using ActiveSync, see ActiveSync Help.
2. In Internet Explorer 5 or later versions on your desktop computer, browse to the page you want to view offline.
3. Click **Tools > Create Mobile Favorite**.
4. To change the link name, enter a new name in the **Name** box.
5. 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.
6. To save the link in a subfolder of Mobile Favorites, click **Create In** and select the desired subfolder.
7. Click **OK**. Internet Explorer will download the latest version of the page.
8. To download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the desktop computer, right-click the mobile favorite and then click **Properties**. On the **Download** tab, specify the number of links deep you want to download. To conserve device memory, only go one level deep.
9. Connect your Pocket PC Phone to the desktop computer. If synchronization between your device and desktop computer does not start, in ActiveSync on your desktop computer, click **Sync**.

## 9.3 Changing Settings

You can tap **Menu > View** on the main page of Internet Explorer Mobile to change the display settings.



You can also tap **Menu > Tools > Options** on the main page of Internet Explorer Mobile to customize more settings.

Item	Description
<b>General</b>	Enables you to change the home page or the displayed language.
<b>Memory</b>	Enables you to set the period before clearing the visiting history, and delete temporary files.
<b>Security</b>	Enables you to accept or clear cookies, and send out a warning when visiting unsecure Web pages.

# Chapter 10

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## Microsoft Pocket Outlook

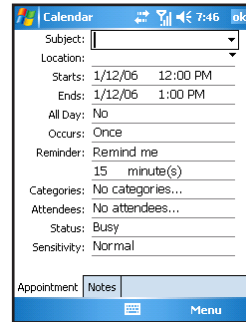
- 10.1 Calendar
- 10.2 Tasks
- 10.3 Notes
- 10.4 Messaging (Outlook, SMS, MMS)
- 10.5 MMS Messages

## 10.1 Calendar

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

### Creating an Appointment

1. Tap  > **Calendar**.
2. Tap **Menu** > **New Appointment**.
3. 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 other appointment details. You will need to hide the Input panel to see all available fields.



4. You can assign an appointment to a category so that you can use these groupings to quickly display only the information you want.

Tap **Categories**. Select the categories that you want to assign the appointment to. To create a new category, tap **New**, enter the category name, and then tap **Done**.

Tap **OK** to return to the previous screen.

5. Tap **Notes**. You can add written or typed notes and even recordings to an appointment. For information on Notes, see Section 10.3.
6. Tap **OK** to save the change.



- You can view appointments in one of several views. To change the view mode, tap the appropriate view icons on the command bar.
- Tap the Down arrow in the **Subject** and **Location** fields to quickly select from built-in or previous entries.
- If you set a reminder for an appointment, the Pocket PC Phone will remind you according to the settings in **Sounds & Notifications**.
- To make an appointment recurring, 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.

### View Modes

You can view appointments in one of several views (Agenda, Day, Week, and Month).

#### Agenda View

In Agenda view, upcoming appointments are displayed in bold.

#### Day View

In Day view, the subject of an appointment is displayed on the right of the appointment's time.

#### Week View

Week view displays blue boxes to indicate the dates and time of appointments.

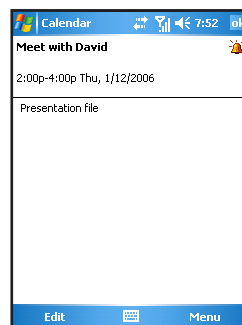


## Month View

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.

## Using the Calendar Summary Screen


When you tap an appointment in Calendar, a summary screen is displayed. To change the appointment, tap **Edit**.

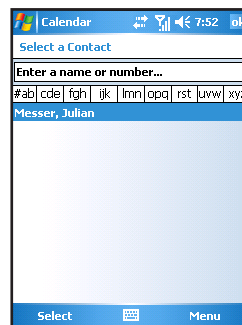


## Sending Meeting Requests

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 you can send a meeting request, you must enter email addresses in Contacts and set up Messaging to send and receive messages.

1. Tap  > **Calendar**.
2. Tap **Menu** > **New Appointment**.
3. Enter the meeting information.
4. Tap **Attendees** (you will need to hide the input panel to see this box).
5. Select the contacts you want to invite. Only those contacts with email addresses will be displayed.
6. Tap **OK**. Messaging automatically creates a meeting request and sends it to the attendees the next time you synchronize with your desktop computer. Any textual notes entered in the Notes tab (excluding writing or recordings) will be sent also.



- If you are sending the meeting request through a connection to an ISP or the network, rather than through synchronization with your desktop computer, tap **Menu** > **Options** > **Appointments**. In **Send meeting requests via**, tap the service you want to use to send the meeting request.

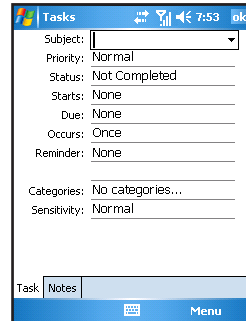
## 10.2 Tasks

Use Tasks to keep track of things you need to do. A variety of task information can be displayed on the Today screen.

- To see the start and due date for a task in the task list, tap **Tools > Options**.

### Creating a Task

1. Tap **Windows > Programs > Tasks**.
2. Tap **Menu > New Task**.
3. Enter detailed information, such as start and due dates. You will need to hide the Input panel to see all available fields.
4. You can assign a task to a category so that you can use these groupings to quickly display only the information you want. Tap **Categories**. Select the categories that you want to assign the appointment to. To create a new category, tap **New**, enter the category name, and then tap **Done**. Tap **OK** to return to the previous screen.
5. Tap **Notes**. You can add written or typed notes and even recordings to an appointment. For information on Notes, see Section 10.3.
6. Tap **OK** to save the change.



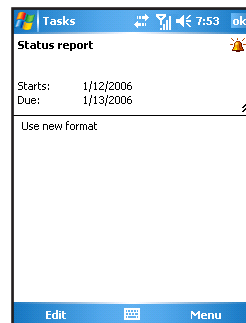
- If you set a reminder for a task, the Pocket PC Phone will remind you according to the settings in **Sounds & Notifications**.
  - To quickly create a task, enter text in the “Tap here to add a new task” field at the top of the screen. If you don’t see this box, tap **Menu > Options > Show Tasks entry bar**.

### Using the Tasks Summary Screen

The task list displays a list of your tasks. Overdue tasks are displayed in bold and in red.

If you have a long list of tasks, tap **Menu > Sort By** and select the option you want to sort on.


To see more task information, tap the task. To change a task, tap it in the task list, and then tap **Edit**.



## 10.3 Notes

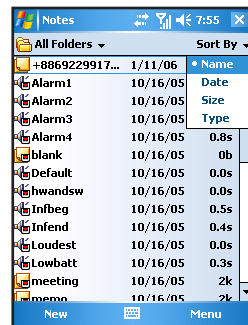
Notes may help you quickly capture your ideas, notes, and thoughts. You can create a note using written and typed text, drawings, and recordings. You can also share your notes with others through email, infrared, and synchronization with your desktop computer.

### Creating a Note

1. Tap  > **Programs** > **Notes**.
2. Tap **New**.
3. Enter your note information. For information on entering information, see Section 2.11.

### Viewing Notes

The note list displays a list of your notes and recordings. If you have a long list, tap **Sort By** and select the option you want to sort on. To open a note or play a recording, tap it.



## 10.4 Messaging (Outlook, SMS, MMS)

You can receive Internet email messages, text messages (SMS) and multimedia messages (MMS) in Messaging. Internet email messages are sent by using an address you receive from your Internet service provider (ISP) or your employer. SMS and MMS 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 email by synchronizing with your desktop computer, 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 email account for each method that you use except for an Outlook email account, which is set up by default. The Outlook Email account on your device is used to store messages that you send and receive through synchronization with a desktop computer. Account names will appear when you open the folder list (located on the left, under the navigation bar) in the message list view.

With synchronization, messages are synchronized between the device Inbox folder for the Outlook Email account and the desktop computer Inbox by using ActiveSync and Microsoft Exchange or Microsoft Outlook. For more information, see the “Synchronizing Outlook Email Messages” section later in this chapter.

When connecting to a POP3 or IMAP4 server, use a modem to connect to your Internet service provider (ISP), or a modem or Ethernet card to connect to the local area network that your email server is connected to. You can also use your phone to connect by using a cellular line connection. For more information, see Chapter 8.

## Synchronizing Outlook Email Messages

After selecting Inbox for synchronization in ActiveSync, Outlook email messages are synchronized as part of the general synchronization process.

During synchronization:

- Messages are copied from the Inbox folder on your desktop computer or the Microsoft Exchange server to the Inbox folder of the Outlook Email account on your device. (Note that you can only synchronize information directly with an Exchange Server if your company is running Microsoft Mobile Information Server 2003 or later.) By default, you'll 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 device, it's deleted from your desktop computer the next time you synchronize.
- Messages in subfolders in other email folders in Outlook are synchronized only if they have been selected for synchronization in ActiveSync.

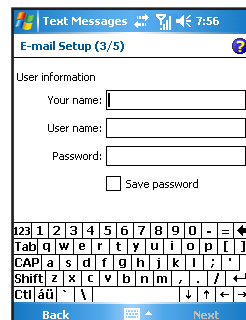
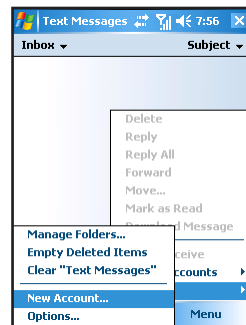


- For information on initiating Outlook email synchronization or changing synchronization settings, see ActiveSync Help on the desktop computer.
- Text messages are not received through synchronization. Instead, they are sent to your device via your service provider.

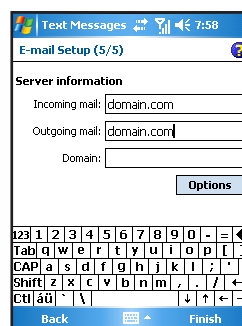
## Connecting to a Mail Server

Setting up a POP3 or IMAP4 Email Account

1. Tap > **Messaging**.
2. Tap **Menu** > **Tools** > **New Account**.
3. Enter the email address and then tap **Next**.
4. The Pocket PC Phone will start the auto configuration. Auto configuration attempts to connect to your email server and download necessary settings so that you do not need to enter them manually. If auto configuration is successful, you may begin downloading messages from the server.
5. If auto configuration is unsuccessful, tap **Next** for manual configuration. Enter the displayed name, the user name and password provided by your ISP or network administrator. You can select **Save password** to avoid having to reenter it later.
6. In the **Account type** list, tap **POP3** or **IMAP4**. (POP3 is the most common mail protocol for ISPs.)  
 In **Your name**, enter a unique name for the account, such as Work or Home. This name cannot be changed later.  
 Then Tap **Next**.

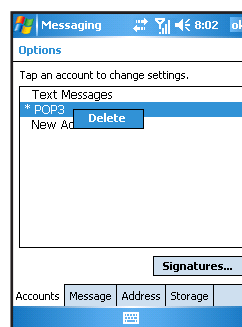


- In **Incoming mail**, enter the name of your email server.  
In **Outgoing mail**, enter the name of your Simple Mail Transfer Protocol (SMTP) host.  
If you are using a network connection, in **Domain**, enter your domain name.
- Select if you want to download the messages of this account immediately.



### Deleting an Account

- Tap > **Messaging**.
- Tap **Menu** > **Tools** > **Options**.
- Tap and hold the name of the account, and then tap **Delete**.



- You can set up several email accounts including your Outlook email account, but you can set up only one text message account.
- You cannot delete your text message account.

### Downloading Messages from the Server

- In Messaging, tap **Accounts** > **Connect** to open a connection to the Internet or your corporate network, depending on the account. For information on connections, see Chapter 8.
- The messages on your device and email server are synchronized: new messages are downloaded to the device Inbox folder, messages in the device Outbox folder are sent, and messages that have been deleted from the server are removed from the device Inbox.
- Tap a message in the message list to open it.
- 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**.
- When finished, tap **Accounts** > **Disconnect**.



- If you selected some items when setting up an email account, then the mail attachments or entire messages may be downloaded.
- Receiving entire messages consumes storage memory.
- The size column in the message list displays the local size and server size of a message. Even when a message has been downloaded fully, these numbers may differ, because the size of a message can vary between the server and the device.


## Reading and Responding to Messages

### Downloading Messages

The way you download copies of messages depends on how you are receiving messages:

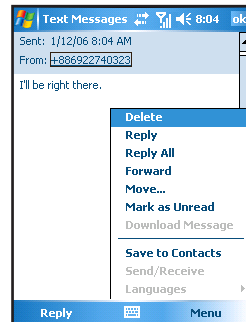
- If you receive email messages through ActiveSync, synchronization will be started.
- If you receive email messages through a remote email server, see the “Downloading Messages from the Server” section earlier in this chapter.
- Text messages will be automatically received when your phone is turned on. Otherwise, messages will be held by your service provider until the next time your phone is turned on.

### Replying to or Forwarding a Message

1. Tap  > **Messaging**.
2. Tap to open the message.
3. Tap **Menu**, and then tap **Reply**, **Reply All**, or **Forward**.
4. Enter your response. To quickly add common messages, tap **My Text** and tap a desired message.
5. Tap **Send**.



- Selections in **Menu > Tools > Options > Message** determine whether the original text is included.




### Receiving Attachments

An attachment sent with an email message or downloaded from the server appears as an icon at the bottom of the message in its own window pane. Tapping the attachment icon opens the attachment if it has been fully downloaded. You can mark an attachment for downloading (IMAP4 account only) the next time when the phone is connected.

If you receive messages through synchronization:

1. Start ActiveSync on your desktop computer.
2. Click **File > Mobile Device**, and then select your Pocket PC Phone.
3. Click **Tools > Options**.
4. Select the message account, and then click **Settings > Include File Attachments**.

If you receive messages through a remote email server and have an IMAP4 account:

1. Tap  > **Messaging**.
2. Tap **Menu** > **Switch Accounts** > **IMAP4**.
3. Tap **Next** until you reach **Server Information**, and then tap **Options**.
4. Tap **Next** twice, and then select **Get full copy of messages** and **When getting full copy, get attachments**.



- Embedded images and objects cannot be received as attachments.
- An embedded message can be viewed as an attachment when you are using IMAP4 to receive email. However, this feature will not work if TNEF is enabled so that you can receive meeting requests.

### Receiving Meeting Requests

If you receive your email messages through ActiveSync, you will automatically receive meeting requests. If you connect directly to an email server, the server must be running Microsoft Exchange Server 5.5 or 2000 for you to receive meeting requests. If you are running Microsoft Exchange Server 2000, you will automatically receive meeting requests in your Inbox.

To receive meeting requests on Microsoft Exchange Server 5.5:


- Ask your system administrator to activate Rich Text Format and TNEF support for your account. If TNEF is enabled, you will not receive messages that are included in other messages as attachments, and you will not be able to tell if a message has an attachment until you get the full copy. In addition, download time may be longer.
- While setting up your mail account, select **Get file attachments**.

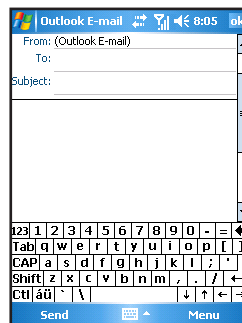
After you are set up to receive meeting requests:

1. If you connect directly to an email server and only receive message headers and/or a limited number of lines per message, tap and hold the message that you think is a meeting request, and then tap **Mark for Download**.
2. Open the meeting request.
3. Tap **Menu** > **Accept**, **Tentative**, or **Decline**. If you want, you can also include a written message with the response. The response will be sent the next time that you synchronize or connect to your email server, and your device Calendar will be updated.

## Composing and Editing a Message

### Composing and Sending a Message

1. Tap  > **Messaging**.
2. In the message list, tap **Menu** > **Switch Accounts**, and select the desired email account.
3. Tap **New**.
4. Enter the email address or text message address of one or more recipients, separating them with a semicolon. To access addresses and phone numbers from Contacts, tap **To**.
5. Enter your message. To quickly add common messages, tap **My Text** and tap a desired message.
6. Tap **Send**. If you are working offline, the message will be moved to the Outbox folder and will be sent the next time you connect.

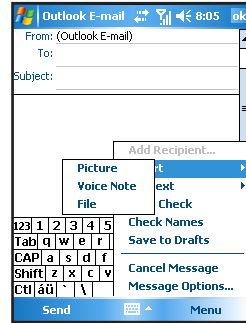




- If you are sending a text message and want to know whether it was received, before sending the message, tap **Menu > Tools > Options > Text Messages**, and select **Request delivery notifications**.

### Attaching a File to a Message

1. Tap **Messaging**.
2. In the message list, tap **Menu > Switch Accounts**, and select the desired email account.
3. Tap **New**.
4. Enter the email address or text message address of one or more recipients, separate them with a semicolon. To access addresses and phone numbers from Contacts, tap **To**.
5. Enter your message. To quickly add common messages, tap **My Text** and tap a desired message.
6. Tap **Menu > Insert > File**.
7. Select the file you want to attach. OLE objects cannot be attached to Messaging messages. Messaging automatically converts Pocket Word files that you attach to messages to .doc format and Pocket Excel files to .xls format.
8. Tap **Send**. If you are working offline, the message will be moved to the Outbox folder and will be sent the next time you connect.



### Inserting a Recording

1. Tap **Messaging**.
2. In the message list, tap **Menu > Switch Accounts**, and select the desired email account.
3. Tap **New**.
4. Enter the email address or text message address of one or more recipients, separate them with a semicolon. To access addresses and phone numbers from Contacts, tap **To**.
5. Enter your message. To quickly add common messages, tap **My Text** and tap a desired message.
6. Tap **Menu > Insert > Voice Note**.
7. Tap the Recording button to start recording, and the Stop button to stop. The recording will appear as an attachment.
8. Tap **Send**. If you are working offline, the message will be moved to the Outbox folder and will be sent the next time you connect.

