3.2.19 Storage Manager

Table 3-41 **Storage Manager**

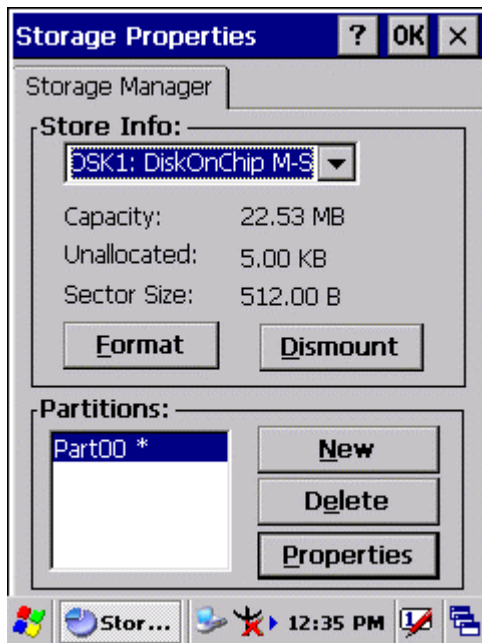| ICON	ITEM & FUNCTION
Storage Manager	● "**Storage Manager**" **Tab** : (**Figure 3-83**)
	✓ To change Storage properties control panel default settings: Insert. Compact Flash(CF) or Secure digital (SD) storage card into the unit.
	➢ Select **Start > Settings > Control Panel > Storage Properties**
	➢ From the "**Storage Info"** pull-down list, select the desired storage device.
	➢ You can also **format**, **dismount**, and create partitions on storage devices using this control panel.
	➢ To save and exit the **Storage Properties** control panel, press "**OK**" from the control bar, or press the <**Enter**> key on the keypad. **Caution: Dismounting or formatting the DiskOnChip will erase all files and program stored in Flash Memory**

Figure 3-83 **Storage Manager**

3.2.20 Stylus

Table 3-42 **Stylus**

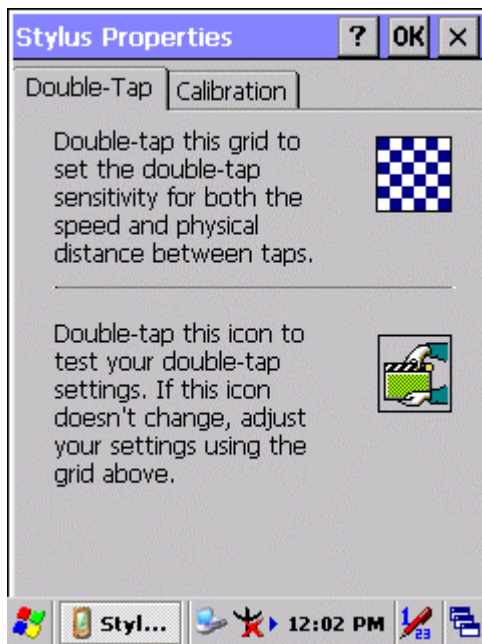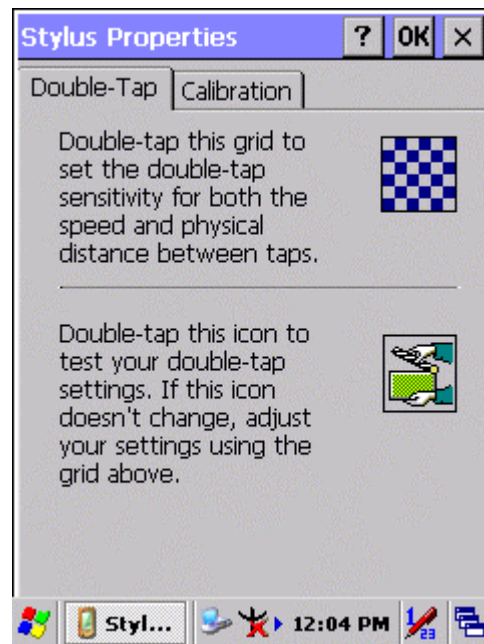| ICON	ITEM & FUNCTION
Stylus	• "**Double-Tap**" **Tab** : (**Figure 3-86,Figure 3-87**)
	✓ Double-tap the checkerboard grip at a comfortable speed.
	✓ Double-tap clapboard to test your settings
	✓ The function is OK if the figures are changed from Figure 3-86 to Figure 3-87.
	✓ To tap "**OK**" to exit the Stylus Properties.
	• "**Calibration**": (**Figure 3-88, Figure 3-89**)
	✓ In the Welcome Wizard, you tapped a target with the stylus to set the amount of pressure needed for the screen to respond to your stylus taps.
	✓ Please also see **2.4.3 Calibration of the touch Screen**

Figure 3-84 **Stylus Properties**

Figure 3-85 **Stylus Properties**

Figure 3-86 **Stylus Properties**   Figure 3-87 **Stylus Properties**
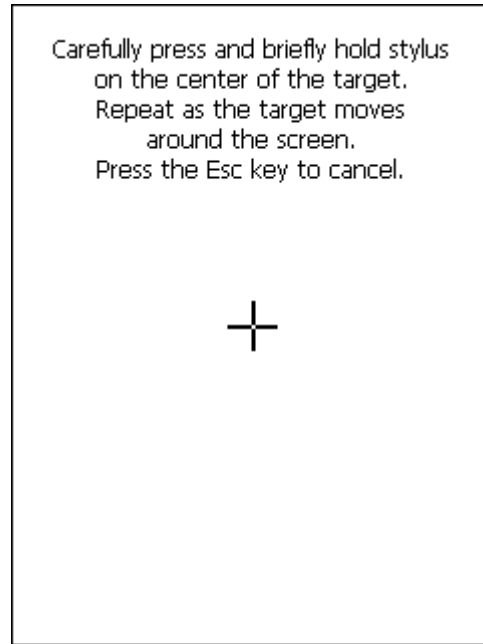
3.2.21 System

Table 3-43 **System**

ICON	ITEM & FUNCTION
System	● "**General**" Tab : (**Figure 3-90**)

	✓ To show:
	   ➢ Firmware information
	   ➢ Information about Processor type, Memory size, Expansion card

	● "**Memory**": (**Figure 3-91**)
	✓ Move the slider to adjust memory allocation. Default storage memory is normally is normally set to about 8MB with the reminder assigned to Program memory. ✓ Press the "**OK**" key on the Keypad. **Note: the difference is occupied by OS between the RAM size in Information properties and total memory size of storage memory and program memory**
	● "**Device Name**" Tab : (**Figure 3-92**)

	✓ Your device uses this information to identify itself to other computers. ✓ The input panel will open to facilitate data entry. ✓ To close the **Device Name**, press the "**OK**" button, or press the <**Enter**> key on keypad.
	● "**Copyrights" Tab: (Figure3-93)**
	✓ Refer to this tab for specific copyright data. As a user, you are responsible to read this statement.
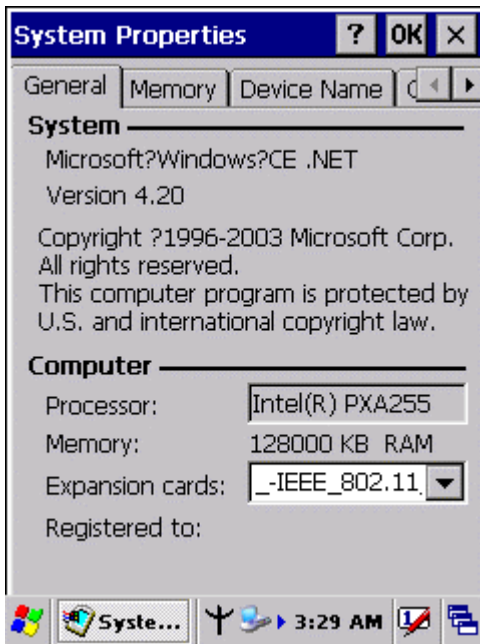
Figure 3-88 **System Properties**
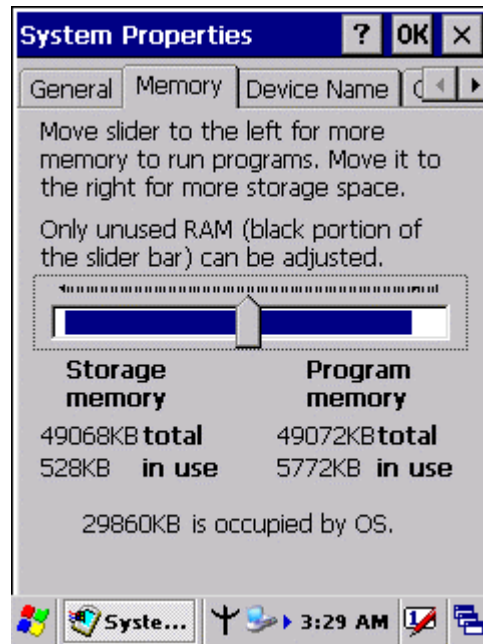
Figure 3-89 **System Properties**
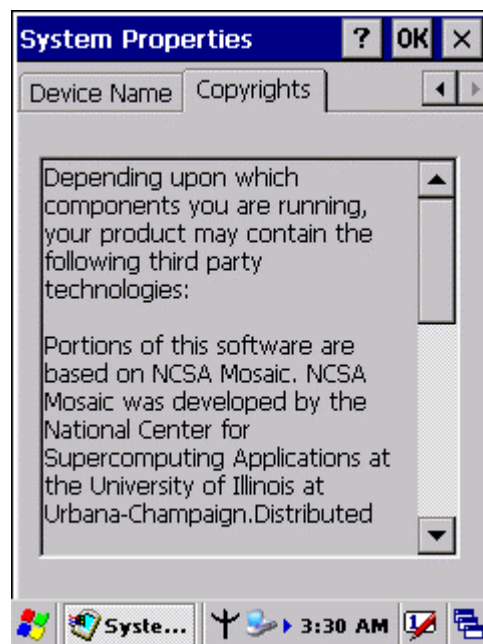
Figure 3-90 **System Properties**   Figure 3-91 **System Properties**

3.2.22 Volume & Sounds Properties

Table 3-44 **Volume & Sound**

ICON	ITEM & FUNCTION
Volume & Sounds	● "**Volume**" **Tab** : (**Figure 3-94**)
	✓ The factory default for Volume is the forth level. You can adjust the volume to your environment and comfort. ➢ Set the volume by adjusting the slider from **Soft** to **Loud**, or press **Right** or **Left** edge of **Navigation** keys
	● "**Sounds** " **Tab: (Figure3-95)**
	✓ Enable the desired sounds for key clicks, screen taps, notifications, and applications.
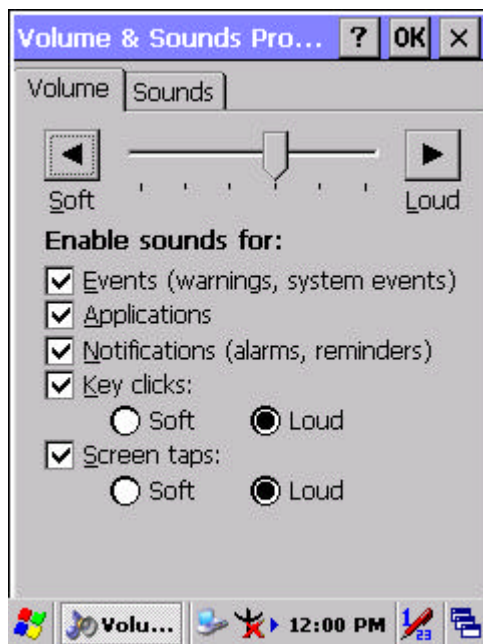
Figure 3-92 **Volume & Sound**   Figure 3-93 **Volume & Sound**
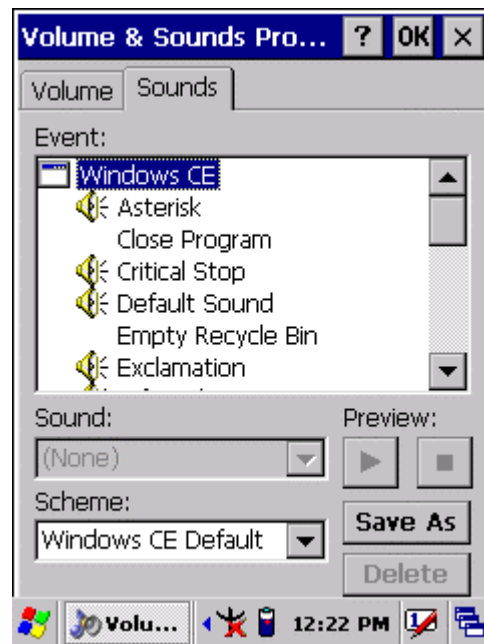
3.3 Taskbar and Start Menu

Table 3-45 **Taskbar and Start menu**

ICON	ITEM & FUNCTION
Taskbar and Start Menu	● "**General**" **Tab** :
	✓ In this tab, You can change the position of the Taskbar and Start menu
	➢ Is **always on top** or not
	➢ **Auto hide** or not
	➢ **Show Clock** or not
	● "**Advanced** " **Tab:**
	✓ Tap the "**Clear**" button to remove the contents of the Documents Menu.
	✓ Enable " **Expand Control Panel"** to list all icons of Control Panel from top to bottom.

Chapter 4. Communication

4.1 Installing & Setting Up Microsoft ActiveSync

4.1.1 Installing Microsoft ActiveSync on the Host PC

Microsoft ActiveSync is a file transfer tool to synchronize the files on a PC with the files on your PDT.

To install Microsoft ActiveSync, complete the following steps on the PC:

1. Go to the Microsoft Windows CE.NET website and download the latest current version of ActiveSync:

    http://www.microsoft.com/mobile/pockeypc/downloads/ .

2. Install the latest version of Microsoft ActiveSync on the host PC.
3. Open ActiveSync.
4. Select **File > Communication Settings** from AtiveSync's menu bar.
5. Go to "**Using ActiveSync**" on page 4-1 to continue using ActiveSync.

4.1.2 Connecting PDT to Host PC

1. You can use either the USB/Serial (RS232) port of Single Dock or a USB/Serial (RS232) cable to connect the PDT to the Host PC.

- To use the dock, you must first insert the PDT into the slot, making sure that the unit is firmly seated the dock.
- To use the cable, connect the USB/Serial cable to the PDT.

2. Connect the USB/Serial dock or cable to the Host PC's serial port or USB port.
3. Connect the dock or PDT to the power adapter and power source.

4.2 Using ActiveSync

Use ActiveSync to transfer and synchronize files between the PDT and the Host PC.

4.2.1 Setting up a Partnership

During the Microsoft ActiveSync installation, you were prompted to create a partnership with your mobile device. When you set up a partnership, you select synchronization and file conversation settings, which are contained in a file on your desktop computer. This file enables your desktop computer to recognize your device.

Only devices that have a partnership with a desktop computer can synchronize information between the two computers.

For more information on partnerships, please refer to your Microsoft ActiveSync documentation or help file.

Transferring Files:

To transfer files, complete the following steps on the host PC:

✓ Select **Start**> **Programs** >**Communication** > **(Serial, or USB) Activesync.**

✓ Double-click on the selected **ActiveSync** icon

✓ After you have established a connection with PDT, tap the "**Explore**" button at the top of the **ActiveSync** window (or select **Explore** from the File menu).

✓ Navigate to the target directory on your PDT and copy the desired file by using the **Copy/paste** method or dragging and dropping the desired file(s) into the folder.

Figure 4-1 **Communication**

4.2.2 ActiveSync File Synchronization

ActiveSync files synchronization requires an ActiveSync partnership between the PDT and the Host PC. Refer to "Setting up a Partnership", above:

- ✓ Select the files in the synchronization configuration for the PDT partnership.
- ✓ Select **Tools** > **Options** from the ActiveSync command bar to configure the synchronization options.
- ✓ Place the file to be synchronized in the **Synchronization** folder created you're **My Documents** directory. Defaults to the desktop. During the ActiveSync connection, all files in the **Synchronization** folder will be synchronized to the **\My Documents** directory on the PDT.

Figure 4-2 **Connected**

4.3 Networking

Please see the **3.2.14 Owner, Table 3-33 Owner** on page 3-45 for **setting up the network ID**. And see the **2.5.6 Setting Up Wireless LAN RF** to setup the 802.11b Wireless LAN for RF connecting.

Chapter 5.Software Applications

5.1 Introduction

The PDT includes Calculator, Inbox,…..
You can switch to any software program by tapping the Start Menu.

5.2 Software Applications

5.2.1 Calculator

It can process the basic numeric calculation with "+", "-" "*" and "/".

✓ **Procedure:**
  ➢ Tap numeric number
  ➢ Tap one operator "+", "**-**", "***", or "/"
  ➢ Then, tap another numeric number
  ➢ Tap another operator or numeric number if needed
  ➢ Tap "=" to get result

✓ **Button Function:**
  ➢ **"MC"** – Clear memory
  ➢ **"MS"** – Store the displayed numeric number to memory
  ➢ **"MR"** – Read the newest stored numeric number
  ➢ **"M+"** – Add stored numeric number into the displayed numeric number.
  ➢ **"Backspace"** – Same as " backspace" key
  ➢ **"CE"** – Clear current keying numeric number. Same as " Delete" key
  ➢ **"C"** – Clear the current calculation. Same as "ESC" key.

5.2.2 Inbox

Use **Inbox** to send and receive e-mail messages in the following ways:
  ✓ Synchronize e-mail messages with Microsoft Exchange or Outlook on the Host Computer.
  ✓ Send and receive e-mail messages by connecting directly to an e-mail server through an Internet server provider (ISP) or a network.

To setup "**Inbox**":

✓ Select **Start> Programs> Inbox** to open it.

✓ Select **Service> Options** from the command bar. Drag the dialog to show the right edge to configure e-mail.

✓ Select **"Add…"** (Note 1)

✓ In the "**Service Type"** list, select **POP3 Mail** or **IMAP4 Mail**. (**POP3** is the most common mail protocol for ISPs).Enter a unique name for e-mail service in the "**Service name"** field. This name cannot be changed later.

✓ Select "**OK**".

✓ The Mail Service Setup wizard appears after you add a service. If you are adjusting the setting of an existing service, select **Service> Options**, select the service you are using, and then **Properties**. In the **Service Definition** dialog box, complete the following entries as needed:

> **Connection**: Select the name of the connection you created to connect to the mail server. If you are receiving e-mail through a network(Ethernet) connection, select **Network Connection**. If you want Inbox to use your current connection, select (**none**). If you have not created a connection, select **Create new connection**. Double-tap the "**Make new Connection**" icon, and follow the instructions in wizard. When finished, select Inbox in the Taskbar and continue setting up Inbox.

> **POP3 Host**(POP3 only): Enter the name of the mail server you use to receive and send messages.

> **Server**(IMPA4 only): Enter the name of he mail server you use to receive and send messages.

> **User ID**: Enter the user name or mailbox ID assigned to you.

> **Password**: Enter the password you use to access this mail account. If you do not want to be prompted to enter the password each time you connect, select "**Save password"**.

> **Domain(Windows NT)**: Enter your Windows NT domain name. This name is required only when connecting to networks, such as a corporate network, that use Windows NT domain security. This is not required for most ISP accounts. If you have trouble connecting, try clearing this box.

> **SMTP Host**: If your mail service uses a separate server for SMTP, enter the name in the box. If you're setting up a POP3 Mail service with an ISP, the ISP must use an SMTP mail gateway.

> **Return Address**: By default, the return address is set to *username@POP3host* or *username@Servername*. Depending on the service you are using. If this is not your e-mail address, enter the correct

address in the box.

✓ **Set general preferences:**

If you are adjusting the setting of an existing service, select **Service> Options**, select the service you are using, select **Properties**, and then select **Next**. In the **General Preferences** dialog box, choose any of the following setting settings, all of which are optional:

➢ **Disconnect service after actions are performed**: Select to automatically disconnect from the server upon completion of all pending actions. This option minimizes connect time and cost.

➢ **Check for new messages every**: select the time interval(in minutes) at which you want the device to check for new mail. If this option is turned off, you must check for new mail manually by selecting **Services> Send/Receive Mail**.

➢ **Display a message box when new mail arrives** (POP3 only): Select to be informed that new mail has arrived.

➢ **Display a message box when new mail arrives** (IMAP4 only): Select to be informed that new mail has arrived.

➢ **Send using MIME format** (POP3 only): Select to send messages with extended characters.

➢ **Only display messages from last 3 days**: Select how many day's messages you want downloaded.

✓ **Set inbox preferences**

If you are adjusting the settings of an existing service, select **Services> Options**, select the service you are using, select **Properties**, and then select **New** twice. In the **Inbox Preferences** dialog box, choose any of the following options:

➢ **Get message headers only**: Select to save storage space and time by downloading only headers. You can download a full copy of the message later by selecting the message and then **Services> Get Full Copy**.

➢ **Include <number> lines**: Select to set the message length (approximate number of lines) that you want to download.

➢ **Get Full Copy of messages**: Select to receive a full copy of all messages. In addition to the message body, any options you select in **When getting full copy** will be downloaded. Selecting this option increases the amount of time needed to download messages.

➢ **Only synchronize folder hierarchy under Inbox** (IMAP4 only): Select to speed download time by preventing the complete downloaded of the folder list every time you connect.

➢ **Get meeting requests** (POP3 only): Select to download and store copies of

meeting requests when getting full copies of messages. This setting applies whether you have chosen to download full copies of messages by default, or you selectively download full copies of messages by opening the message and selecting **Services> Get Full Copy** Limitations apply.

- ➤ **Get file attachments** (POP3 only): Select to download and save message attachments when getting full copies of messages. This option may use significant RAM and slow download time. This setting applies whether you have chosen to download full copies of messages by default, or if you selectively download full copies of messages and selecting **Services> Get Full Copy**.
- ➤ **Get file attachments and meeting requests** (IMAP4 only): Select to download and store meeting requests and message attachments when getting full copies of messages. This setting applies you have chosen to download full copies of messages by default, or if you selectively download full copies of messages by opening the message and selecting **Services> Get Full Copy** Limitations apply.
- ➤ **Only if small than** (IMAP4 only): Select to restrict the size of the attachments you download. Set to 10K if you want to receive meeting requests only.

✓ **Include the original message in a reply:**
- ➤ Select **Services> Options> Compose** tab.
- ➤ Under **Reply**, select **Include Body**. This setting will place a copy of the original message beneath your response text.
- ➤ To indent the original message, select **Indent**.
- ➤ To add leading characters (such as>) to the original message lines, select **Add leading character**, and enter the character you want.

✓ **Save copies of sent messages:**
By default, sent messages are not saved on your device.
- ➤ Select **Services> Options> Compose** tab.
- ➤ Select **Keep copy of sent mail in Sent folder**.

✓ **Set the action to follow deleting, moving, or responding to a message:**
- ➤ Select **Services> Options > Read** tab.
- ➤ Select desired options.

✓ **Delete a message:**
Select the message and select **File> Delete**. Messages are moved to Deleted (local) folder and deleted according to the option you have selected in **Services> Options> Delete** tab:
- ➤ **On connect/disconnect:** Deletes messages when you connect or disconnect

from your mail service or exit Inbox.

- ➢ **Immediately:** Deletes messages as soon as you select **File> Delete**.
- ➢ **Manual:** Deletes messages when you select **File> Empty Deleted (local)**

Note: If you are working offline, messages that have been deleted from the device the next time you connect.

- ✓ **Empty the Deleted (local) folder:**
    - ➢ **Select File> Empty Deleted (local)**. This permanently deletes messages in the Deleted (local) folder.
    - ➢ To check or adjust the current settings for deleting messages, select **Services> Options> Delete** tab.

- ✓ **Move or copy a message:**

Caution: When you move a message that you have received through POP3 or synchronization to a folder you created on your device, the copy of the message on the server is deleted. This prevents duplicate copies of messages. Although the complete message is moved, message attachments will be deleted if you have not selected the option to download attachments. Once the message is moved, you will be able to access the message only from your device.

- ➢ Select the message
- ➢ Select **File> Move To** or **File> Copy To**.
- ➢ Select the destination folder. If you are working offline, the message will be moved or copied from the server the next time you connect.

- ✓ **Folder-**
    - ◆ **Create a folder:**
        - ➢ Select **File> Folder> New Folder**
        - ➢ Type a name for the folder.
    - ◆ **Delete a folder:**
        - ➢ Select the folder you want to delete
        - ➢ Select **File> Delete**
    - ◆ **Designate a folder as offline:**
        Only IMAP4 folders can be designated as offline. All IMAP4 default folders, such as Inbox, are automatically designated as offline. Messages in offline folders can be viewed when you are disconnected from your mail server. If a folder is not designated as offline, you will be able to read and respond to messages in that folder only when connected to the server.
        - ➢ To designate a folder as offline, select the folder and then select **Service > Offline Folder**.

◆ **Rename a folder:**
  ➢ Select the folder you want to rename.
  ➢ Select File> Folder> Rename Folder.
  ➢ Type the new name for the folder.
Notes:
  ● Default folders, such as Inbox, can't be renamed.
  ● Folders you create for IMAP4 mail servers can't be renamed.

◆ **Synchronize folders while connected:**
  When you synchronize folders, the contents of your device folders and mail server folders are compared and updated. New mail messages are downloaded, and messages in your device Outbox folder are sent. The synchronization behavior depends on how you connect to your mail server.
  ➢ When you connect to a POP3 server, the Inbox and Outbox folders on your device are synchronized with the corresponding folders on the mail server. To synchronize after the initial connection, select **Services> Send/Receive Mail**.
  ➢ When you connect to an IMAP4 server, Inbox, Outbox, and all folders marked as offline are synchronized. To synchronize all folders after the initial connection, select **Services> Synchronize Folders**. To synchronize just the selected folder and the Outbox folder, select **Services> Send/Receive Mail**.

✓ **Compose and send a message:**
  ➢ In list view, select **Compose> New Message**
  ➢ Enter the address of one or more recipients, separating them with a semicolon. If the recipient is listed in the Address Book, enter a few letters of the recipient's name and select **Compose> Check Name**. If there is only one match, the e-mail address is inserted. If there is more than one match, select the correct address from the **Choose E-mail Recipients** dialog box. If there is no match then add a new e-mail address through **Choose E-mail Recipients**.
  ➢ To attach a file, select **File> attachments> Add Attachment**.
  ➢ Select **File> Send**. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.

Tip: to see more header information, select the triangle in the lower-right corner of the header area. Select the triangle again to collapse the header area.

✓ **Save a message:**
  ➢ Select File> Save to save the message you are composing or editing.

The message is not sent and is saved in the inbox folder of the active service.

✓ **Reply to or forward a message:**
   ➢ Open the message, and then select **Compose> Reply to Sender, Reply to All, or Forward**.
   ➢ Enter your response.
   ➢ Select **File> Send**.

Tips:
- Selections in the Options dialog box determine whether the original text is included.
- To see more header information, select the inverted triangle in the lower-right corner of the header area. Select the triangle again to collapse the header area.

✓ **Check Inbox status:**
   ➢ In list view, select **Compose> Status**. You can view details such as the number of messages to be sent, deleted, and copied, and the number of attachments to be downloaded.

✓ **Download message from the server:**
   When you download messages, you need to create two connections: a remote connection and a mail server connection. The remote connection connects you and your ISP or network. The mail server connection downloads messages from your mail server to Inbox on your device. When you select Services> Connect in Inbox, Inbox starts a remote connection using the connection you specified when setting up the current mail service. If you are already connected through a remote connection other than the one you specified in the service, you will be asked if you want to use the current connection. If you choose not to, you will need to disconnect from the current connection before you can check for new messages.
   ➢ Select the **Services** menu and make sure that the service you want to use is selected (the selected service has a bullet next to it.)
   ➢ Select **Services> Connect**. The messages on your device and mail 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 on the server are removed from the device Inbox. Double-tap a message list to open it.
   ➢ If you read a message and decide that you need the full copy, select **File> Get Full Copy** while in the message window or **Services> Get Full Copy** while in list view. This will also download message attachments and meeting requests if you have those options selected in the **Inbox Preferences** dialog box. You can also choose to download

full copies of messages by default.

➢ When finished, select **Services> Connect** to disconnect. You also need to disconnect your dial-up connection by double-tapping the icon in the status bar and selecting **Disconnect**.

Notes:

● Receiving entire messages consumes storage memory.

● The size column in the Inbox list view 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 very between the server and the device.

● When using IMAP4 to get Outlook + data, you will see the contents of your Journal folder. File editing transactions and documents (such as Task items, e-mail message, and Word documents) attached using drag and drop will appear as shortcuts on the device. A copy of the document will not be moved to your device, and the shortcut on the device cannot be used to access the documents associated with a journal entry to the device, attach the document to the entry rather than dragging and dropping it. Also, be sure to set your IMAP4 service to receive full copies of messages, attachments, and meeting requests. For more information on using Journal, see the Help for the desktop version of Outlook.

✓ **Working with Message Attachments:**

➢ If you receive messages through a remote mail server, in Inbox on the device, select the **Get file attachments and meeting requests** (IMAP4) or **Get meeting requests** (POP3) setting in the **Inbox Preferences** dialog box. For more information, see **Set Inbox preferences**.

Notes:

● Embedded images and OLE objects cannot be received as attachments

● Embedded messages can be viewed as an attachment when using IMAP4 to receive e-mail. However, this features does not work if TNEF is enabled so that you can receive meeting requests.

✓ **Check attachments status:**

➢ An attachment sent with an e-mail message, whether it has been downloaded or not, will appear as an icon at the bottom of the message in its own window pane. If you don't see this pane, select **File> Attachments> Show Attachments**. If TNEF is turned on so you can receive meeting requests, you will not see attachments until they are fully downloaded.

➢ To mark an attachment for downloading in a POP3 or IMAP4 service, double-click it. The attachment will be downloaded the next time you

connect. You can also set Inbox to download attachments automatically when you get a full copy of a message. For more information, see **Receive attachments**.

- ✓ **Open an attachment:**
  - ➢ With the message open, double-tap the attachment's icon at the bottom of the message. If you don't see this pane, select **File> Attachments> Show Attachments**.
- ✓ **Store an attachment:**
  - ➢ Select **Service> Options> Storage** tab.
  - ➢ Select to store attachments on internal RAM or a storage card.
  - ➢ If you use more than one storage card, select it from the list.

Note: Once you make the above selection, all attachments will be moved to the selected card.

- ✓ **Delete an attachment:**
  - ➢ To delete an attachment from a message you are sending, select the attachment, and then select **Edit> Clear** or press the **DEL** key on the keypad.
  - ➢ To delete an attachment you have received, delete the message.
- ✓ **Attach a file to a message:**
  - ➢ With the message open, select **File> Attachments> Add Attachment**.
  - ➢ Select the file you want to attach.

Note:

OLE objects cannot be attached to Inbox messages.

Note 1: To add a mail service, select "**Add**", To remove a mail service, select the service from the **Installed service** box and select "**Remove**". To view a mail service's properties, select the service from the **Installed service** box and then select **Properties**.
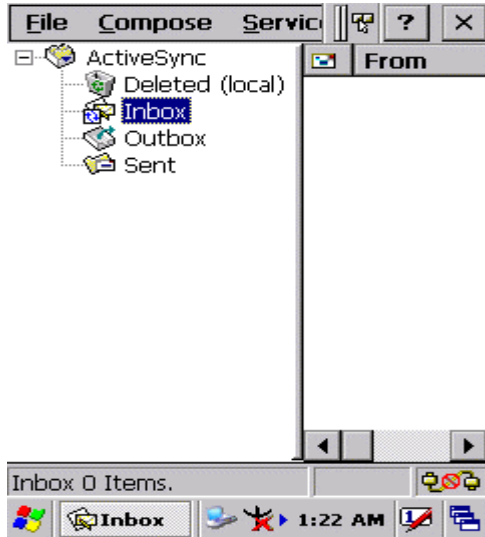
Figure 5-1 **Inbox**

5.2.3 Internet Explorer

With Internet Explorer, you can view Web or intranet Web pages on your device. You will need to use a modem or WLAN to connect to an Internet server provider (ISP) or network.

5.2.3.1 Connect to the Internet

Before you can view Web pages, you must set up a remote connection to your ISP or network.

5.2.3.2 Start Internet Explorer

- ✓ Open Internet Explorer by selecting **Start > Programs > Internet Explorer.**
- ✓ To get default home page, navigate to the desired default web page.
- ✓ Select **View > Internet Options** from the command bar.
- ✓ Enter the desired URL in the **Start page** field.
- ✓ Press the **OK** button.

Figure 5-2 **Internet Explorer**

5.2.3.3 Navigation Control

Internet Explorer uses sliding menus for application and navigation control. Tap and drag the sliding menus to the left or right to see the hidden menu items and toolbars.

To achieve more screen real estate in Internet Explorer, you can hide the **Status** bar and **View** menu. From the top menubar, go to **View > Hide Toolbars**.

Once it is hidden, you must cold reset to access these features again. Refer to 2.7.2 "**Cold Reset** "for more information.

5.2.3.4 Set up a proxy server

Proxy servers are often used when connecting to the Internet through a local network, such as a corporate network, for added security.

✓ Select **View > Internet Options > Connection** Tab.

✓ Select **Access the Internet using a proxy server**.

✓ Enter the proxy server address and port. For more information, see your administrator.

✓ To bypass the proxy server for local address, such as corporate intranet pages, select **Bypass proxy for local address**.

5.2.3.5 Enable Cookies

A cookie file contains information about your identity and preferences so that a Web site can tailor information to your needs. The Web site sends the file and it is stored on your mobile device.

✓ Select **View > Internet Options > Security** Tab.

✓ Select **Allow cookies**.

5.2.3.6 Search for an Internet Site

✓ Select **View > Go > Search** to search the web.

5.2.3.7 Go to an Internet address

✓ Select **Address Bar**, if necessary to display the Address bar

✓ Enter the address

✓ Press "**ENTER" key.**

5.2.3.8 View previously visited sites

✓ Tap the **Arrow** button at the right site of Address Bar

✓ Select the **Web Address** you want to view.

5.2.3.9 Add and view Favorites

✓ Go to the page you want add

✓ Select **Favorites > Add To Favorites**.

✓ If necessary, locate the folder you want.

✓ Confirm or change the name.

✓ To view your favorite Web sites, select **Favorites** and the Web site you want to view.

Note:

To organize your Favorites list, select **Favorites > Organize Favorites**.

5.2.3.10 Browse Web pages

✓ To move to a page you have previously view, select **View > Back**

✓ To move to the next page (provided you have viewed it previously), Select **View > Forward**.

✓ To return to your Home page, select **View > Go > Home**.

5.2.3.11 Refresh current page

✓ Select **View > Refresh**.

5.2.3.12 Stop loading a page

✓ Select **View > Stop**.

5.2.3.13 View current page

✓ Select **View > Internet Options**

✓ To view the protocol, page type, size, and address, selects the **General** tab.

✓ To view security information about the page, select the **Security** tab.

5.2.3.14 View HTML source code

✓ While viewing the page, select **File > Save As** and save the file as .txt file.

✓ Open the file in a word processing program, such as **WordPad**.

5.2.3.15 Change home and search page settings

✓ Open the page you want to use as your home or search page.

✓ Select **View > Go > Home** or **Search**.

5.2.3.16 Save a copy of current page

You can save Web pages and view them later when you're disconnected from the Internet or Intranet without using cached memory.

✓ Select **File > Save As**

✓ Specify a folder location and give the file name.

5.2.3.17 Copy a Web page to a document

✓ Select all or part of the Web page you want to copy.

✓ Select **Edit > Copy**.

✓ Go to the document where you want to place the information and select the location.

✓ Select **Edit > Paste**.

5.2.3.18 Select security Options

✓ Select **View > Internet Options > Security** tab

✓ Select the security protocols you want.

5.2.3.19 Change the font size

✓ Select **View > Text Size** and select the desired size.

5.2.4 Media Player

The PDT comes with Media Player for Windows CE.NET installed.

✓ Open Media Player by selecting **Start > Programs > Media Player** from the desktop.

✓ Select File > Open to open a new media file.

✓ Please refer to www.microsoft.com for additional information and help with your Microsoft Windows Media Player.

Figure 5-3 **Media Player**

5.2.5 Messenger

The Windows CE Messenger client application in Windows CE.NET allows you to communicate real-time using text-based messaging, VOIP, and more.

✓ See who's online. See when your colleagues are online. You can also post your presence information to a list of watchers that you define.

✓ Talk instead of type Stop typing Talk with a colleague anywhere in the world using the microphone and speakers on your device. Windows Messenger supports high-quality voice calling r Windows CE device.

✓ Communicate using Session Initiation Protocol (SIP) or Hotmail contacts Windows Messenger supports. Communication with your colleagues in the enterprise with a SIP based communications service. You can also talk to your Hotmail contacts using the .NET Messenger.

5.2.6 Microsoft WordPad

You can create and edit documents and templates in WordPad, using buttons and menu commands that are similar to those used in the desktop version of Microsoft Word. You can work with files Normal or Outline view.
WordPad documents are usually saved as **.pwd** files, but you can also save documents in other file formats, such as **.rtf** or **.doc**.

5.2.6.1 Selecting and Editing Text
✓ **Select text**

To select	Do this
Any amount of text	Drag the stylus over the text.
A word	Double-tap the word.
A single paragraph	Triple-tap within the paragraph.
An entire document	Select Edit > Select All
An picture	Tap the picture

✓ **Find text**
  ➤ To search for text in one part of a document, select that part. Otherwise, the whole document is searched.
  ➤ Select Edit > Find
  ➤ Enter the text you want to find. For a paragraph, enter **^p**. For a tab stop, enter **^t**.
  ➤ Select the search options you want.
  ➤ To continue searching, select **Edit > Find > Next**.

✓ **Replace text**
  ➤ To replace text in one part of document, select that part. Otherwise, the whole document is searched.
  ➤ Select **Edit > Replace**.
  ➤ Enter the text you want to find and the text you want to replace it with. For

a paragraph, enter **^p**. For a tab stop, enter **^t**.
  ➢ Select the replacement options you want.
  ➢ Select **Find Next**.
  ➢ On the **Find/Replace** toolbar, select the appropriate button.

✓ **Move, copy, or delete text**
  ➢ Select the text you want to move, copy, or delete.
  ➢ To move or delete text, select the **Cut** button. To copy the text, select the **Copy** button.
  ➢ To paste the information, move the insertion point to the desired location, and select the **Paste** button.
  Notes:
    ● To undo an action, select **Edit > Undo**.
    ● To restore the action, select **Edit > Redo**.

5.2.6.2 Formatting Text
✓ **Create bulleted and numbered lists**
  ➢ Select the **Bullets** or **Numbering** button.
  ➢ Type the first item.
  ➢ Press **ENTER**, type the next item, and repeat as needed.
  ➢ Select the button again to end list formatting.
Note: To change the number style for the selected list, select **Format > Paragraph**, In the **Format** list, select the style you want.

✓ **Set the default font**
➢ Select **Format > Font**.
➢ Select the font you want.
➢ Select **Set As Default**
➢ To confirm that your changes will be applied to subsequent documents you create, select **Yes**.
Note: To apply the default font and stylus to selected text, select **Apply Default**.
✓ **Select a different font**
➢ Select the text you want to change. To select all text, select **Edit > Select All**.
➢ From the **Font** list, select the font you want.
➢ From the **Font Size** list, select a size.
Note: To see more formatting options, select **Format > Font**.

✓ **Change font formatting**

- ➢ Select desired text.
- ➢ Select the **Bold**, **Italic**, or **Underline** button.
- ➢ To change the color, select **Format > Font** and select the color you want from the **Color** list.
- ✓ **Adjust the paragraph alignment**
- ➢ Select the paragraph you want to align.
- ➢ Select the **Align Left**, **Center**, or **Align Right** button.

Note: To see more formatting options, select **Format > Paragraph**.

- ✓ **Indent a paragraph**
- ➢ Select the paragraph you want to indent.
- ➢ Select **Format > paragraph**.
- ➢ Adjust the indentation settings as needed.

- ✓ **Set tabs**
- ➢ Select **Format > Tabs**.
- ➢ Change the tab settings as needed.

5.2.6.3 Adjusting the Display

- ✓ **Wrap text in the window**
- ➢ Select **View > Wrap to Window**.

- ✓ **Display the document using the full screen**
- ➢ Select **View > Full Screen**.
- ➢ To exit Full Screen view, select **Restore**.
- ➢ To move the **Restore** button, drag the bar on the left side.

- ✓ **Display or hide scroll bars**
- ➢ Select **View > Horizontal Scroll Bar** or **Vertical Scroll Bar**.

- ✓ **Zoom in or out**
- ➢ Select **View > Zoom**, and select the desired percentage.

Note: For **Custom**, enter the exact percentage and select **OK**.

5.2.6.4 Working in Outline View

- ✓ **Switch between Normal and Outline views**
- ➢ Select **View > Normal** or **Outline**.

- ✓ **Assign and change outline levels**
- ➢ Select **View > Outline**.
- ➢ Select the appropriate buttons on the toolbar.

5.2.6.5 Inserting Symbols

- ✓ Place the insertion point where you want to insert the symbol.
- ✓ Select **Tools > Insert Symbols**.
- ✓ Select the symbol you want, and then select **Insert**.

Tips:

If you select a different font (or subset of a font), a different set of Symbols will be displayed.

5.2.6.6 Printing a Document

- ✓ Select **File > Print**.
- ✓ Select the printing options you want.

Tips:

- ● **Port** list the available printer ports
- ● If **Network** is selected from the **Port** list, enter the path to the network printer to the **Net Path** box.

5.2.6.7 Setting a password for a Document

- ✓ Select **File > password**.
- ✓ Type and verify the password.
- ✓ You must save the document (**File > Save**) to return the password.

5.2.6.8 Converting Documents

- ✓ **About document conversion**

  If an e-mail program is installed on your device and you receive an attached Word document or template created in Word version 6.0 or later, WordPad will convert the file on your device. To view the document, simply open the attachment in your e-mail program or open the file in the WordPad.

  During conversion, some formatting attributes may be changed or lost. To avoid losing these attributes permanently, close the file after viewing it rather saving the file on your device. If you save the file, save with a different file name.

  For more information about conversion performed on your device, see the following topics.

- ✓ **Changes caused by Word document conversion**
- ➢ **Formatting**
  - **Borders and Shading**

    Borders and shading are not displayed in WordPad, but are restored when converted back to a Word document. Shading is not restored when used in a table, but simple borders are restored.
  - **Character formatting**

    Bold, italic, strikethrough, superscript, subscript, and hidden text are retained and displayed. Other effects are changed or removed.
  - **Colors**

    Colors are retained and mapped to colors available on your device.
  - **Fonts and font sizes**

    Fonts not supported by your mobile device are mapped to the closest font available in WordPad.
  - **Page Formatting**

    Headers, footers, footnotes, columns, pages setup information, and style sheets are removed during conversion to WordPad. WordPad supports built-in headings.
  - **Paragraph formatting**

    Tabs, alignment, bullets, indentation, simple numbered lists, and paragraph spacing are retailed and displayed in WordPad.

- ➢ **Pictures**

  Pictures are removed during conversion.

- ➢ **Table of Contents**

  Table of Contents text and some formatting are preserved. However, any text set at right-aligned tab stops may wrap to the next line.

- ➢ **Index**

  Index text and some formatting are preserved.

- ➢ **Tables**

  Tables appear as tab-delimited text. Cells containing wrapped text, tabs, or paragraph markers may be difficult to read. Simple tables are displayed accurately and restored when you convert the WordPad file back to a WordPad document.

> **OLE Objects**

    OLE Objects are removed during conversion.

> **Revisions marks, annotations, and comments**

    Revision marks are visible but cannot be changed. Annotations and documents
    are removed during conversion.

5.2.7 Remote Connection

Using Remote Desktop Connection, you can log on to Windows Terminal Server and
use all programs installed on this server. For example, instead of running Microsoft

Pocket Word, you can run the desktop version
of Microsoft Word.

5.2.7.1 Connecting to Terminal Server
✓ Select **Start > Programs > Remote
    Connection**, or run 'CETSC' from the
    command prompt.
✓ In the Server box, type or select a
    Terminal Server name or TCP/IP address,
    or select a server in the drop-down list.
✓ Select **Connect**.
✓ In the **Remote Connection** window, type
    your user name, password, and domain(if
    required), and then select **OK**.
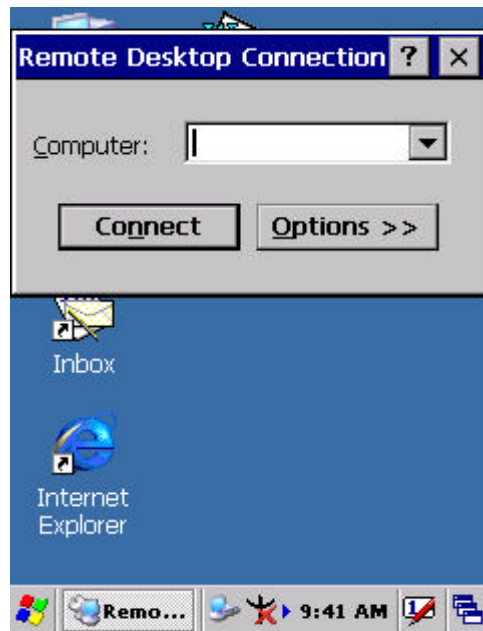
Figure 5-4 **Remote Connected**

5.2.7.2 Disconnecting Without Ending a Session
✓ In the **Remote Connection** window, select **Start > Shutdown**.
✓ Select **Disconnect > OK**.
Note: If you previously disconnected from a Terminal Server without ending the
    session, the Terminal Server will continue to execute any running processes and
    Remote Connection can later reconnect to this same session(if your
    administrator has configured Remote Connection to reconnect to disconnected
    sessions).

5.2.7.3 Disconnecting and Ending a Session

✓ In the **Remote Connection** window, select **Start > Shutdown**.

✓ Select **Log Off > OK**.

5.2.8 Windows Explorer

Windows Explorer works almost the same on your PDT as it does on your PC. See the topics below for information about the difference in Windows Explorer on your device.

5.2.8.1 Navigating in File View

✓ **Go forwards and Back**

 ➤ To go to the previous folder, select **Go > Back**.

 ➤ To go to the next folder (which you have just viewed), select **Go > Forward**.
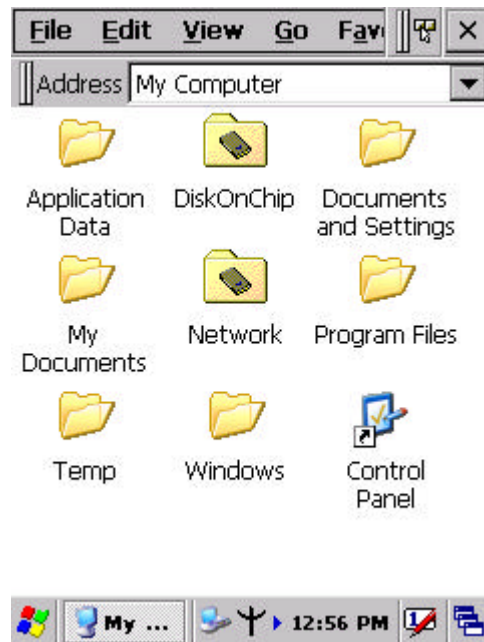
Figure 5-5 **Windows Explorer**

✓ **Use the Go menu**

 ➤ To quickly access the My Documents folder, select **Go > My Documents**

 ➤ To see all of the folders you have accessed, select **Go > History**. Double-tap a folder to return to it.

5.2.8.2 Viewing Files as Icons Lists

✓ To view icons, select **View > Large Icons** or **Small Icons**.

✓ To view a list, select **View > Details**.

5.2.8.3 Working with Files and Folders

✓ **Create a new folder**

 ➤ If necessary, open the folder where you want the new folder to reside.

 ➤ Select **File > New Folder**.

✓ **Add a folder to your Favorites list**

 ➤ Open the folder

 ➤ Select **Favorites > Add to Favorites**.

 ➤ In the **Name** box, type the shortcut name.

Tips:
- To open a favorite file or folder, select **Favorites** and then select the folder.
- To organize your favorites, select **Favorites > Organize Favorites**.

✓ **Transfer a file using infrared**
  - ➢ To send a file, select it, line up the infrared ports, and select **File > Send To > Infrared Recipient**.
  - ➢ To receive a file, line up the infrared ports, and select **File > Receive**.

5.2.8.4. Creating Desktop Shortcuts
✓ Display the file or Web page for which you want to create a Shortcut.

✓ Select **File > Send to**.

✓ Select **Desktop as Shortcut**.

5.2.8.5 Switch to Internet
✓ Type a URL in the Address bar.

5.3 DiskOnChip

The DiskOnChip let the application or a data file can be stored into the Flash Memory.

Note: The DiskOnChip storage memory persists all reset (warm/cold reboot) conditions and software/firmware updates.

We strongly recommends installing all applications, applets, programs, and important data files to the DiskOnChip Flash location.

Caution:

 If an application or a data file is only installed or saved in RAM, a hard reset will result in the loss of that application or data file.

5.3.1 Saving to Flash

To save an application or data to the Flash Memory, from your current application, select **File > Save As >** navigate to the **DiskOnChip** location and save it.

5.3.2 DiskOnChip Location

To access the contents of DiskOnChip storage:

✓ Double-tap the **My Computer** icon on the desltop.

✓ Double-tap the **DiskOnChip** icon to view **DiskOnChip**.
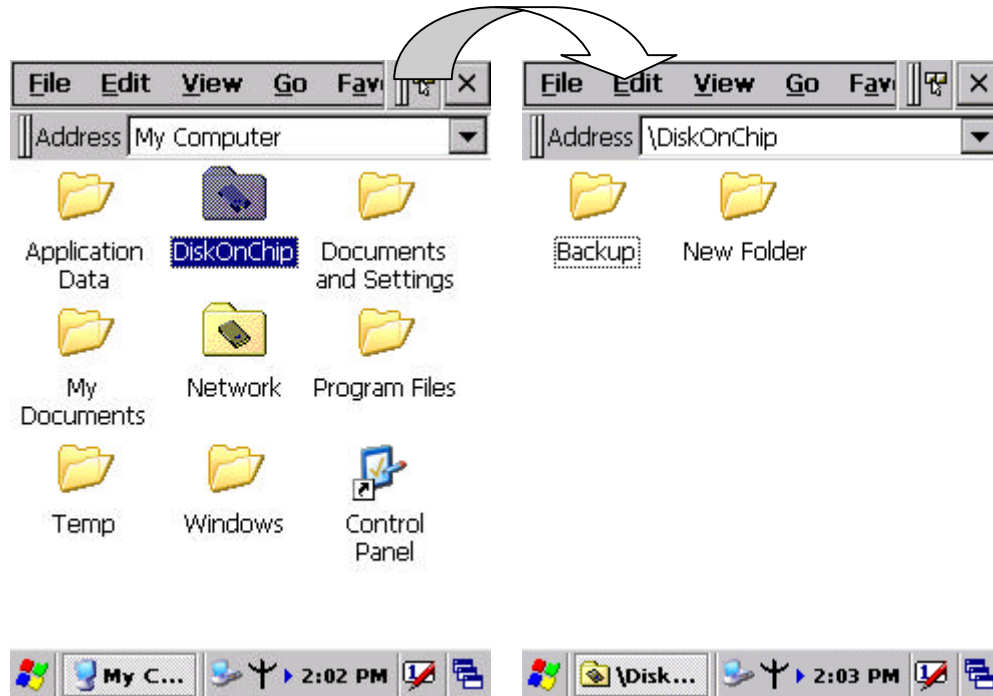
Figure 5-6 **DiskOnChip**

5.3.3 DiskOnChip Size

The size of the DiskOnChip will vary, depending on the size of system firmware.

✓ Inside the **DiskOnChip** directory, tap **File > Properties**.

✓ The **DiskOnChip Properties** dialog:

The number following **Free** is the amount of memory currently available on your device.
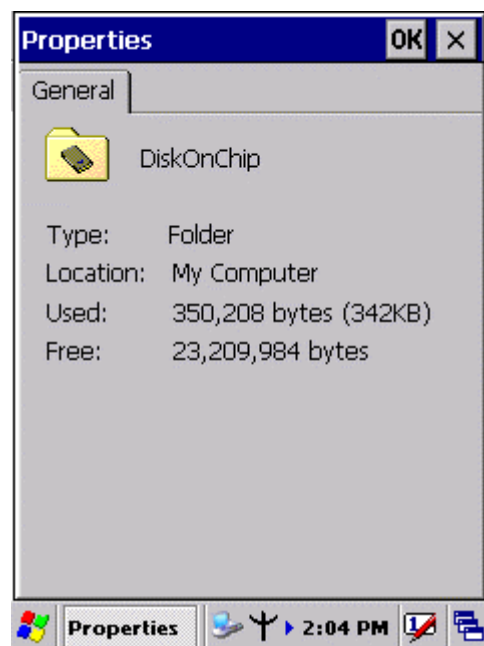
Figure 5-7 **DiskOnChip Size**

Appendix A 2D Barcode Setting

A.1 Setup Tab

Function Explaining:

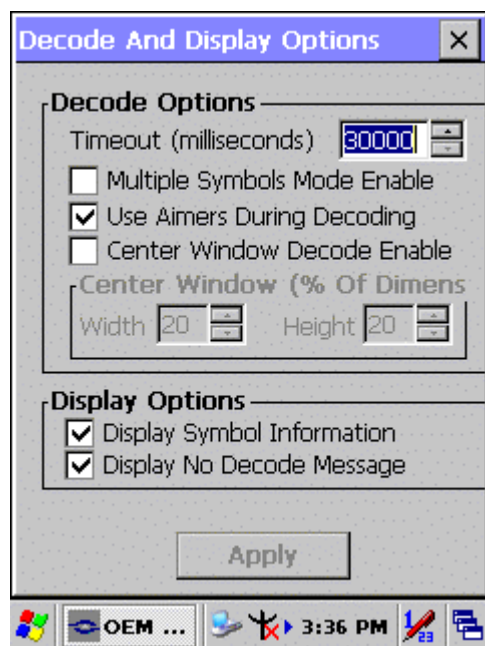| Item	Function Explaining
Symbology Setup	Selecting the Symbology Setup menu item causes the symbology setup dialog to be displayed. This dialog consists of a symbology drop down list, plus four buttons and a message box.
Decoder Setup	Selecting the decode menu item displays the decode options dialog box.
Options	Selecting the Options Menu item displays the Setup dialog box
Save Current Config to File	The application has the ability to save the Config file. The Config file that is saved when this item is selected depends on the Config that is active. You will be presented with a "Rea ..." dialog where you are asked to select the name of the file to save. The default file extension matches the current active Config. Saving a Config file this way is independent from the Config Format option of the Imager menu. In this case, the Config file is saved as it appears on the screen instead of how it was received.

Item	Function Explaining
Restore Config From File	This selection restores the Config from any file. The Config file is full size, uncompressed, and unprocessed.
Exit	Selecting Exit shuts down the Application Program.

A.1.1 Symbology Setup

Selecting the Symbology Setup menu item causes the symbology setup dialog to be displayed. This dialog consists of a symbology drop down list, plus four buttons and a message box.
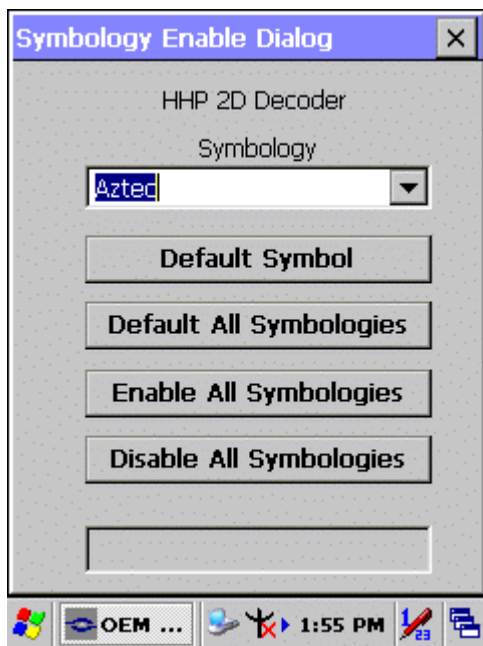
Function Explaining:

Item	Function Explaining
Default Symbol	Causes the current symbology shown in the drop down list to be set to internal defaults.
Default All Symbologies	Defaults all symbology options for all symbologies to internal defaults.
Enable All Symbologies	Enables all symbologies, but does not change other symbol options.
Disable All Symbologies	Disables all symbologies without affecting other symbol options.

A.1.2 Decoder Setup

Function Explaining:

Item	Function Explaining
No Read Timeout	Maximum time (in milliseconds) that the imager will attempt to decode before declaring a "No Decode" condition. If attempting to decode using the trigger key, the imager quits decode attempts even if the trigger key remains depressed. You will not be able to start a new decode using the trigger until after the trigger is released. The timeout also applies to the decode operation of the imaging technology. The Timeout range is 0 meaning no timeout (i.e., infinite) to 300,000.
Multiple Symbols Mode	Enables/Disables multiple symbols decoding. Normally the imager stops attempting to decode when a bar code symbol is decoded. In multiple symbols mode, the imager will not stop until the trigger is released or a "No Decode" timeout occurs. The same bar code will not read again until current decoding stops.
Aimers During Capture	Enables/Disables aimers during decoding.
Center Window Decode Enable	A decoded symbol is returned only if it intersects a rectangle specified by the center window.
Center Window	Center Window indicates the percent-age of width and height of the center decode rectangle, relative to the entire image. The

Item	Function Explaining
	limits are 0-100%. The defaults are20x20 (128x96 pixels).
Display Symbol Information	The Display Symbol Information option enables/disables display of decoded symbol information, which includes the AIM ID, SymID (Code ID), and symbol modifier.
Display No Decode Message	Enables/Disables display "No Decode" message if no bar code symbol is decoded by either a timeout or trigger release.

A.1.3 Options
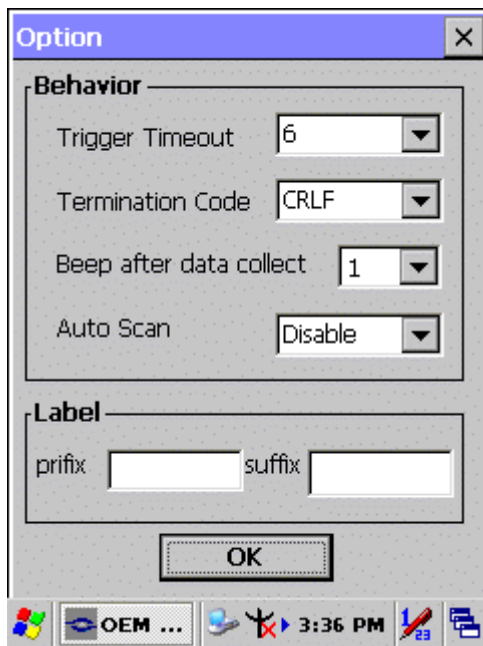
Function Explaining:

Item	Function Explaining	
Trigger Timeout	Select the scanning timeout duration (in seconds) from this pull-down list. <3 ~ 10 sec, <u>Default: 6</u>>	
Termination Code	None	After showing barcode, do not action.
	<u>CRLF</u>	After showing the barcode, jump to next row.
	Space	After showing the barcode, jump one unit.
	Tab	After showing the barcode, jump a section.
Beep after data collect	Select the time of beep tone after data collect.	
Auto Scan	<u>Disable</u>	Disable this functionality.
	1 ~5 sec	Alternate second number of Continuous Scan.

Item	Function Explaining	
Label	**Prefix**	Type the desired label prefix in this text box
	Suffix	Type the desired label suffix in this text box

A.2. Update Tab

Function Explaining:

Item	Function Explaining
Firmware Revision	When this item is selected, the imager is queried for the current firmware version information. The version information is then displayed in the text window.
Flash New Firmware	This item allows new engine firmware to be installed into the imager. When Flash New Firmware is selected; you are prompted to select the firmware file. The file, which must have the extension ".bin", must reside on the PDT. The firmware file can be copied to the PDT using Microsoft Explorer as long as the PDT is linked to the PC via Microsoft's Active Sync. The default search location is the My Documents folder. Once you select a file, the file is transferred to the engine. The engine then writes the new firmware into flash memory and re-initializes. The flashing of the firmware and subsequent restart takes approximately 30 seconds. The application insures

Item	Function Explaining
	that the unit will not enter suspend mode during that time. **Note:** It is very important that the device remains awake during this time. Failure to do so can cause the scan engine to become unusable.

A.3. Symbologies List

A.3.1 Aztec
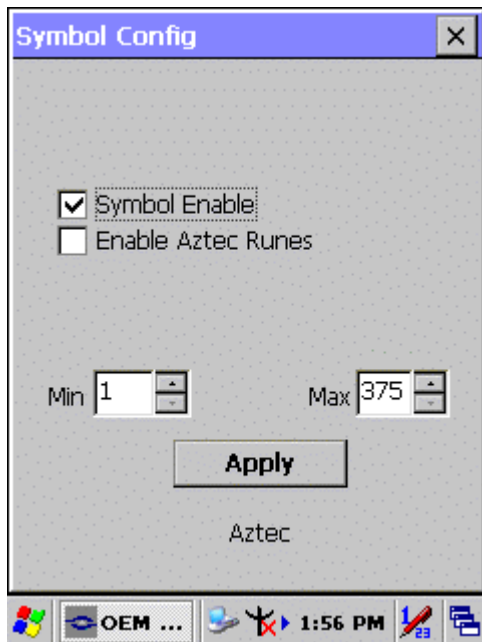
Function Explaining:

Item	Explaining
☑ Symbol Enable	Enable this barcode
☐ Enable Aztec Runes	If you are scanning Aztec Runes, which are the smallest type of Aztec Code symbol with the ability to encode a very short license plate message.
Message Length	The minimum and maximum length ranges for the barcode are 1-3750.

A.3.2 Codabar

Function Explaining:

Item	Explaining
☑ Symbol Enable	Enable this barcode
☐ Check Char/Digit Enable	The scanner reads barcode data with a check digit. If not checked, the bar code will be read as though no check digit was present.
☐ Check Char/Digit Transmit	The scanner will only read Codabar bar codes printed with a check digit, and will transmit this character at the end of the scanned data. This setting is only valid if check char/digit is enabled.
☐ Start/Stop Transmit	Start/Stop characters identify the leading and trailing ends of the barcode.
Message Length	The minimum and maximum length ranges for the barcode are 2-60.

A.3.3 Code 11
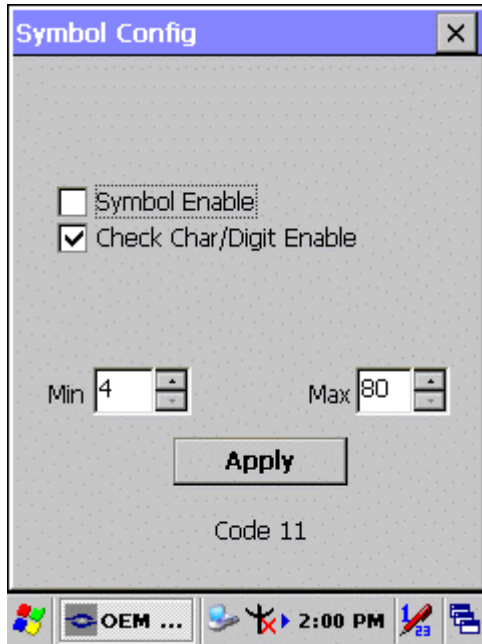
Function Explaining:

Item	Explaining
☐ Symbol Enable	Enable this barcode.
☑ Check Char/Digit Enable	This option sets whether 1 or 2 check digits are required with Code 11 barcode.
Message Length	The minimum and maximum length ranges for the barcode are 1-80.

Check Digits Required

Default = Two Check Digits.

One Check Digit

* Two Check Digits

A.3.4 Code 128
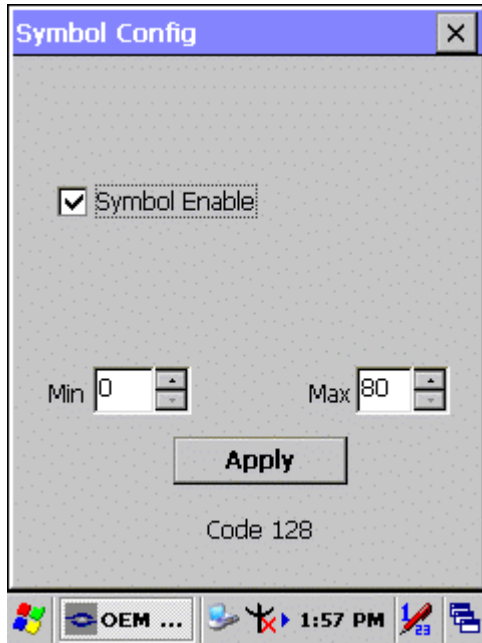
Function Explaining:

Item	Explaining
☑ Symbol Enable	Enable this barcode
Message Length	The minimum and maximum length ranges for the barcode are 0-80.

A.3.5 Code 39

Function Explaining:

Item	Explaining
☑ Symbol Enable	Enable this barcode
☐ Check Char/Digit Enable	The scanner reads barcode data with a check digit. If not checked, the barcode will be read as though no check digit was present.
☐ Check Char/Digit Transmit	The scanner will only read Code 39 barcode printed with a check digit, and will transmit this character at the end of the scanned data. This setting is only valid if check char/digit is enabled.
☐ Start/Stop Transmit	Start/Stop characters identify the leading and trailing ends of the barcode.

Item	Explaining
☐ Append Mode Enable	If this box is checked, the scanner can append the data from several Code 39 barcode together before transmitting them to the host computer. When this function is enabled, the scanner stores those Code 39 barcode that start with a space (excluding the start and stop symbols), and doesn't immediately transmit the data. The scanner stores the data in the order in which the barcode are read, deleting the first space from each. The scanner transmits the appended data when it reads a Code 39 bar code that starts with a character other than a space, or when it reads a barcode that is not Code 39.
☐ Full ASCII Translation	If Full ASCII Code 39 decoding is turned on, certain character pairs within the barcode symbol will be interpreted as a single character.
Message Length	The minimum and maximum length ranges for the barcode are 0-48.

A.3.6 Code 49
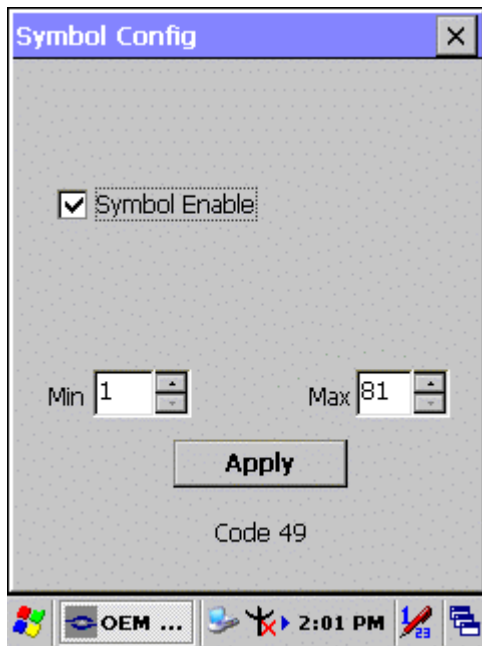
Function Explaining:

Item	Explaining
☑ Symbol Enable	Enable this barcode
Message Length	The minimum and maximum length ranges for the barcode are 1-81.

A.3.7 Code 93
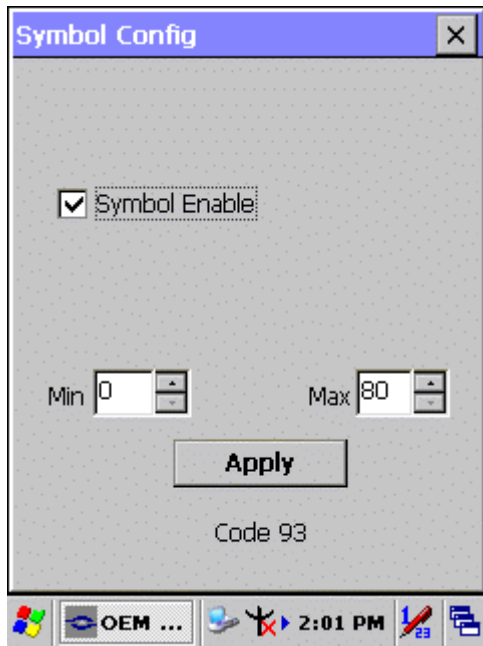
Function Explaining:

Item	Explaining
☑ Symbol Enable	Enable this barcode
Message Length	The minimum and maximum length ranges for the barcode are 0-80.

A.3.8 Composite Codes
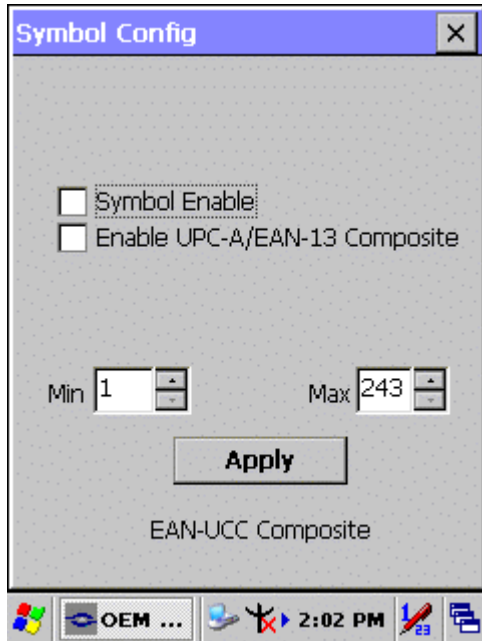
Function Explaining:

Item	Explaining
☐ Symbol Enable	Enable this barcode.
☐ Enable UPC-A/EAN-13 Composite	Whether want to scanning UPC-A/EAN-13 Composite codes.
Message Length	The minimum and maximum length ranges for the barcode are 1-2435.

A.3.9 Data Matrix
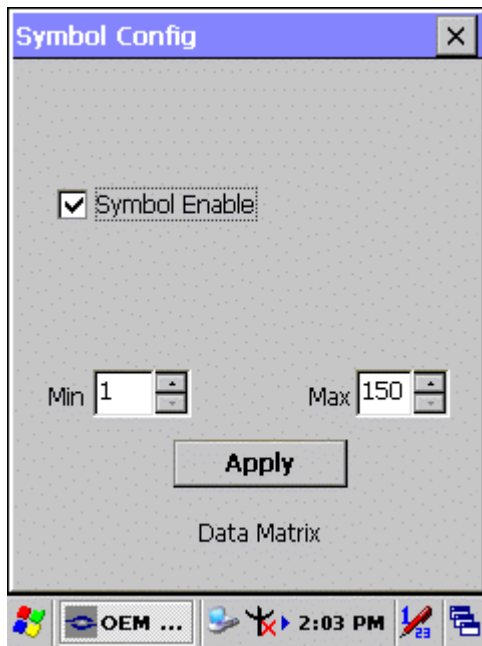
Symbol Config

☑ Symbol Enable

Min 1   Max 150

Apply

Data Matrix

OEM ...   2:03 PM

Function Explaining:

Item	Explaining
☑ Symbol Enable	Enable this barcode
Message Length	The minimum and maximum length ranges for the barcode are 1-1500.

A.3.10 EAN-8

Function Explaining:

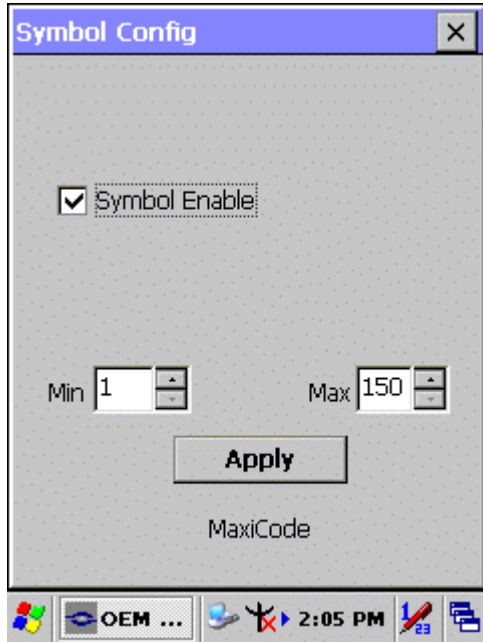| Item	Explaining
☑ Symbol Enable	Enable this barcode
☑ Check Char/Digit Transmit	The output of the check digit at the end of the scanned data.
☐ Enable 2 Digit Addenda	Option allows decoding and outputting of a 2 digits addendum on the end of all scanned EAN-8 data.
☐ Enable 5 Digit Addenda	Option allows decoding and outputting of a 5 digits addendum on the end of all scanned EAN-8 data.
☐ Addenda Required	Only reads EAN-8 barcodes that have addenda.
☑ Include Addenda Separator	When this feature is selected, the data is output with a space between the data from the main barcode and the data from the addenda. When turned off, there is no space.

A.3.11 EAN-13

Function Explaining:

Item	Explaining
☑ Symbol Enable	Enable this barcode
☑ Check Char/Digit Transmit	The output of the check digit at the end of the scanned data.
☐ Enable 2 Digit Addenda	Option allows decoding and outputting of a 2 digits addendum on the end of all scanned EAN-13 data.
☐ Enable 5 Digit Addenda	Option allows decoding and outputting of a 5 digits addendum on the end of all scanned EAN-13 data.
☐ Addenda Required	Only reads EAN-13 barcodes that have addenda.
☑ Include Addenda Separator	When this feature is selected, the data is output with a space between the data from the main barcode and the data from the addenda. When turned off, there is no space.

A.3.12 Interleaved 2 of 5

Function Explaining:

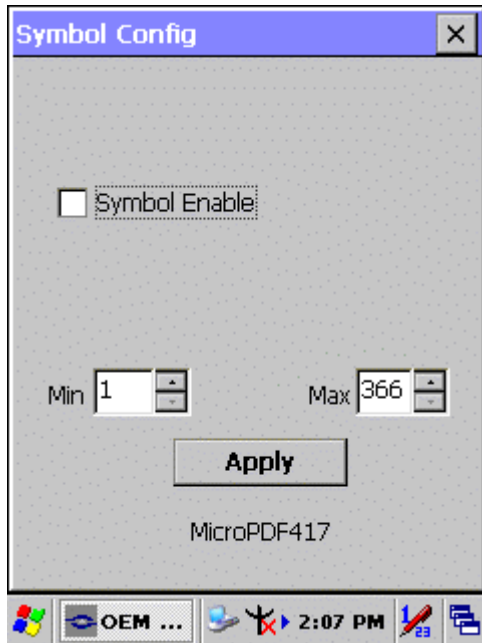| Item	Explaining
☑ Symbol Enable	Enable this barcode
☐ Check Char/Digit Enable	The scanner reads barcode data with a check digit. If not checked, the barcode will be read as though no check digit was present.
☐ Check Char/Digit Transmit	The scanner will only read Interleaved 2 of 5 barcodes printed with a check digit, and will transmit this character at the end of the scanned data. This setting is only valid if check char/digit is enabled.
Message Length	The minimum and maximum length ranges for the barcode are 2-80.

A.3.13 MaxiCode

Function Explaining:

Item	Explaining
☑ Symbol Enable	Enable this barcode
Message Length	The minimum and maximum length ranges for the barcode are 1-150.

A.3.14 MicroPDF417

Function Explaining:

Item	Explaining
☐ Symbol Enable	Enable this barcode
Message Length	The minimum and maximum length ranges for the barcode are 1-366.

A.3.15 OCR-A, OCR-B, US Currency
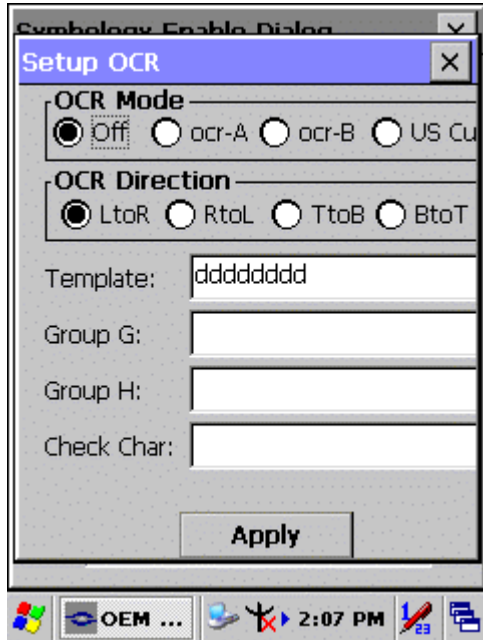
Use this section to program the imager to read machine readable fonts used in optical character recognition (OCR). The imager reads 6 to 60 point OCR typeface.

OCR Mode

- OCR-A

      0123456789ABCDEFGHIJKLMNOPQRSTUVWXYZ
      ( ) < > / \ + - * $

- OCR-B

- U.S. Currency Serial Number (Money)

      I 07700277 F
      *

- MICR E-13B

- SEMI Font

You can either select an OCR default, or create your own custom template for the

type of OCR format you intend to read. See "OCR Templates" if you want to create a custom "template" or character string that defines the length and content of OCR strings that will be read with your imager.

Note: Setting the template and check character options are essential for OCR reading.

OCR Off turns off all OCR capability in the scanner, so the scanner will be able to scan linear, stacked, matrix, and composite bar codes, but not OCR fonts. In addition, any OCR templates you have created are erased. The 8 digit default templates are reinstated for any future use of the OCR-A, OCR-B, or U.S. Currency fonts.
If you select OCR-A, OCR-B, or U.S. Currency you can scan characters in that font. The default setting allows you to scan any 8 digit combination. If you have created an OCR template, character combinations that fit the template can be scanned (see Creating an OCR Template).

OCR Direction
The **OCR Direction** setting can be used to prevent misreads of character strings that could be interpreted differently in different orientations when you know the orientation of the characters that are being read in relation to the imager (e.g., 80086996 could read as 80086996 or 96698008). Default = Left-to-Right (*LtoR*)

OCR Templates
You can create a custom "template", or character string that defines the length and content of OCR strings that will be read with your imager. There are several choices when creating a custom template for your application. You can create a template for a single format, you can string together several formats, and you can create a template for a user-defined variable. These choices are described in detail below.

Creating an OCR Template
A single template allows you to program the imager to read any combination of characters in the order you specify. Refer to examples that follow the Template Characters table below.

Template Characters\

a	represents any alphanumeric character (digit or letter)
c	represents a check character position
d	represents any digit
e	represents any available OCR character
g	represents character from user-defined variable "g"

h	represents character from user-defined variable "h"
l	represents any uppercase letter
t	marks the start of a new template
r	multi row indicator
All other characters represent themselves. Spaces can be used. *Note: In MICR E13 B templates, TOAD characters (capital letters T, O, A, and D), represent Transit, On Us, Amount, and Dash.*	

Note: OCR templates default to eight digits, no check character.

<u>To Add an OCR Template</u>

1. Turn on the OCR font you want to read.
2. Begin building the template.
   Scan the **Enter OCR Template** symbol.
3. Scan the characters for the string.
   Use the Template Characters chart above to determine what characters you need to create your format. Use the OCR Programming Chart (after the Sample Codes in the back of this manual) to scan the characters for your template.

   Example: You need to read any combination of eight digits. The template would be:

   dddddddd

   To create this template, you would enable the OCR-A font. Scan the **Enter OCR Template** symbol, and then scan the *d* from the OCR Programming Chart in the back of this manual eight times. Scan **Save OCR Template**. This would let you read any string of eight digits, for example:

   37680981

   Character Match Sequences
   On the ASCII Conversion Chart (Code Page 1252), page A-4, find the Hex value that represents the character(s) you want to match. Use the Programming Chart (inside the back cover) to scan the numbers that represent these characters.

   Example: You need to read three digits, three specific characters (ABC), three digits. The template would be:

   ddd414243ddd

   hex codes for
   letters A, B, and C

   To create this template, you would enable the OCR-A font. Scan the **Enter OCR**

Template symbol. Scan the **d** from the OCR Programming Chart in the back of this manual three times. Then scan **414243** from the inside back cover (the hex characters for "A," "B," and "C"), and scan the **d** three more times. Scan **Save OCR Template**. This would let you read any string of three digits, "ABC," then any string of three digits, for example:

$$551ABC983|$$

Adding Spaces

You may also need to put spaces in your template.

Example: You need to read three digits, space, three specific characters (ABC), space, three digits. The template would be:

ddd2041424320ddd
↓ ↓
hex code for a space

To create this template, you would enable the OCR-A font. Scan the **Enter OCR Template** symbol. Scan the **d** from the OCR Programming Chart in the back of this manual three times, and then scan **2041424320** from the Programming Chart on the inside back covers (the hex characters for "space," "A," "B," "C," "space"). Scan the **d** three more times, and then scan **Save OCR Template**. This would let you read any string of three digits, space, "ABC," space, and then any string of three digits. For example:

$$551 ABC 983|$$

Note: If using Quick*View to program, use the space bar to designate a space and not the hex value of 20.

4. Exit OCR Template Editor

Scan **Save OCR Template** to save your entries. **Discard OCR Template** exits without saving any OCR Template changes.

Stringing Together Multiple Formats (Creating "Or" Statements)

You may want to program the imager to accept many OCR formats. To do this, you would string together each format with a "t." This tells the imager to read optical characters that match any one of the formats in the template.

Example: You need to read any combination of eight digits, or a combination of four digits, two uppercase letters, and two digits. The template would be:

ddddddddtddddlldd

To create this template, you would enable the OCR-A font. Scan the **Enter OCR**

Template symbol. Scan the **d** from the OCR Programming Chart in the back of this manual eight times, then scan the **t** to create the "or" statement. Then you would scan the characters for the second template. Scan **d** four times, scan **l** two times, then scan **d** two more times. Scan **Save OCR Template**. This would let you read either type of format, for example:
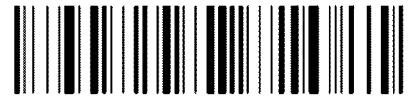
99028650

or

9902XZ50

You can string together as many templates as you need.

OCR Template Codes

Note: Reading more than three rows of OCR is not recommended. Contact the factory if you have an application that requires reading four or more rows of OCR.
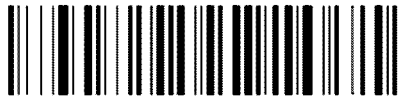
Enter OCR Template †

Enter User-Defined Variable "g"†

Enter User-Defined Variable "h"†

† One or more two-digit numbers and *Save* are required after reading this programming symbol. Refer to the Programming Chart on the inside the back cover of this manual.

Exit Selections

Save OCR Template

Discard OCR Template

ASCII Conversion Chart (Code Page 1252)

Dec	Hex	Char	Dec	Hex	Char	Dec	Hex	Char	Dec	Hex	Char
0	00	NUL	32	20		64	40	@	96	60	`
1	01	SOH	33	21	!	65	41	A	97	61	a
2	02	STX	34	22	"	66	42	B	98	62	b
3	03	ETX	35	23	#	67	43	C	99	63	c
4	04	EOT	36	24	$	68	44	D	100	64	d
5	05	ENQ	37	25	%	69	45	E	101	65	e
6	06	ACK	38	26	&	70	46	F	102	66	f
7	07	BEL	39	27	'	71	47	G	103	67	g
8	08	BS	40	28	(	72	48	H	104	68	h
9	09	HT	41	29	)	73	49	I	105	69	i
10	0A	LF	42	2A	*	74	4A	J	106	8A	j
11	0B	VT	43	2B	+	75	4B	K	107	8B	k
12	0C	FF	44	2C	,	76	4C	L	108	8C	l
13	0D	CR	45	2D	-	77	4D	M	109	8D	m
14	0E	SO	46	2E	.	78	4E	N	110	8E	n
15	0F	SI	47	2F	/	79	4F	O	111	6F	o
16	10	DLE	48	30	0	80	50	P	112	70	p
17	11	DC1	49	31	1	81	51	Q	113	71	q
18	12	DC2	50	32	2	82	52	R	114	72	r
19	13	DC3	51	33	3	83	53	S	115	73	s
20	14	DC4	52	34	4	84	54	T	116	74	t
21	15	NAK	53	35	5	85	55	U	117	75	u
22	16	SYN	54	36	6	86	56	V	118	76	v
23	17	ETB	55	37	7	87	57	W	119	77	w
24	18	CAN	56	38	8	88	58	X	120	78	x
25	19	EM	57	39	9	89	59	Y	121	79	y
26	1A	SUB	58	3A	:	90	5A	Z	122	7A	z
27	1B	ESC	59	3B	;	91	5B	[	123	7B	{
28	1C	FS	60	3C	<	92	5C	\	124	7C		
29	1D	GS	61	3D	=	93	5D	]	125	7D	}
30	1E	RS	62	3E	>	94	5E	^	126	7E	~
31	1F	US	63	3F	?	95	5F	_	127	7F	

ASCII Conversion Chart (Code Page 1252)

Dec.	Hex	Char	Dec.	Hex	Char	Dec.	Hex	Char	Dec.	Hex	Char
128	80	€	160	A0		192	C0	À	224	E0	à
129	81	□	161	A1	¡	193	C1	Á	225	E1	á
130	82	‚	162	A2	¢	194	C2	Â	226	E2	â
131	83	ƒ	163	A3	£	195	C3	Ã	227	E3	ã
132	84	„	164	A4	¤	196	C4	Ä	228	E4	ä
133	85	…	165	A5	¥	197	C5	Å	229	E5	å
134	86	†	166	A6	¦	198	C6	Æ	230	E6	æ
135	87	‡	167	A7	§	199	C7	Ç	231	E7	ç
136	88	ˆ	168	A8	¨	200	C8	È	232	E8	è
137	89	‰	169	A9	©	201	C9	É	233	E9	é
138	8A	Š	170	AA	ª	202	CA	Ê	234	EA	ê
139	8B	‹	171	AB	«	203	CB	Ë	235	EB	ë
140	8C	Œ	172	AC	¬	204	CC	Ì	236	EC	ì
141	8D	□	173	AD	-	205	CD	Í	237	ED	í
142	8E	Ž	174	AE	®	206	CE	Î	238	EE	î
143	8F	□	175	AF	¯	207	CF	Ï	239	EF	ï
144	90	□	176	B0	°	208	D0	Ð	240	F0	ð
145	91	'	177	B1	±	209	D1	Ñ	241	F1	ñ
146	92	'	178	B2	²	210	D2	Ò	242	F2	ò
147	93	"	179	B3	³	211	D3	Ó	243	F3	ó
148	94	"	180	B4	´	212	D4	Ô	244	F4	ô
149	95	•	181	B5	µ	213	D5	Õ	245	F5	õ
150	96	–	182	B6	¶	214	D6	Ö	246	F6	ö
151	97	—	183	B7	·	215	D7	×	247	F7	÷
152	98	˜	184	B8	¸	216	D8	Ø	248	F8	ø
153	99	™	185	B9	¹	217	D9	Ù	249	F9	ù
154	9A	š	186	BA	º	218	DA	Ú	250	FA	ú
155	9B	›	187	BB	»	219	DB	Û	251	FB	û
156	9C	œ	188	BC	¼	220	DC	Ü	252	FC	ü
157	9D	□	189	BD	½	221	DD	Ý	253	FD	ý
158	9E	ž	190	BE	¾	222	DE	Þ	254	FE	þ
159	9F	Ÿ	191	BF	¿	223	DF	ß	255	FF	ÿ

OCR Programming Chart

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a
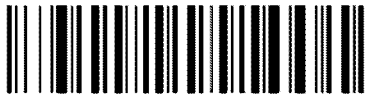
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d
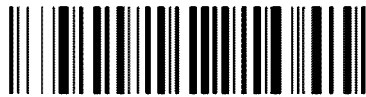
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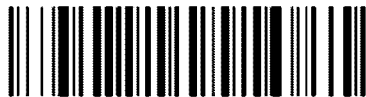
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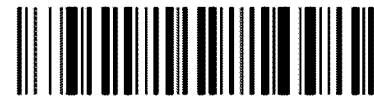
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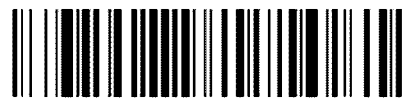
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Save

Programming Chart

||||| ||||| |||||
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Save
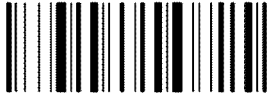
||||||||||||||||||||||
Discard

A.3.16 PDF417
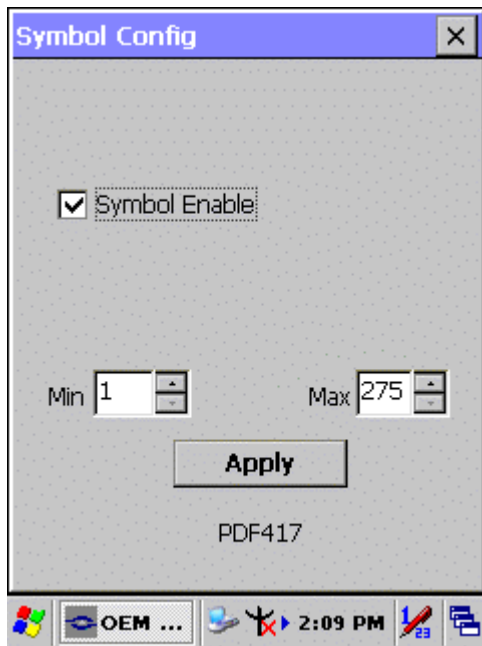
Function Explaining:

Item	Explaining
☑ Symbol Enable	Enable this barcode
Message Length	The minimum and maximum length ranges for the barcode are 1-2750.

A.3.17 Postnet

Function Explaining:

Item	Explaining
☐ Symbol Enable	Enable this barcode
☐ Check Char/Digit Transmit	The scanner will only read US Postnet bar codes printed with a check character, and will transmit this character at the end of the scanned data.

A.3.18 QR Code
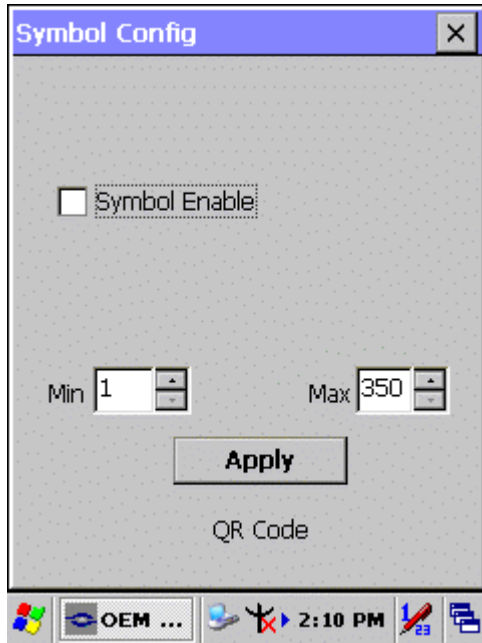
Function Explaining:

Item	Explaining
☐　Symbol Enable	Enable this barcode
Message Length	The minimum and maximum length ranges for the barcode are 1-3500.

A.3.19 Reduced Space Symbology
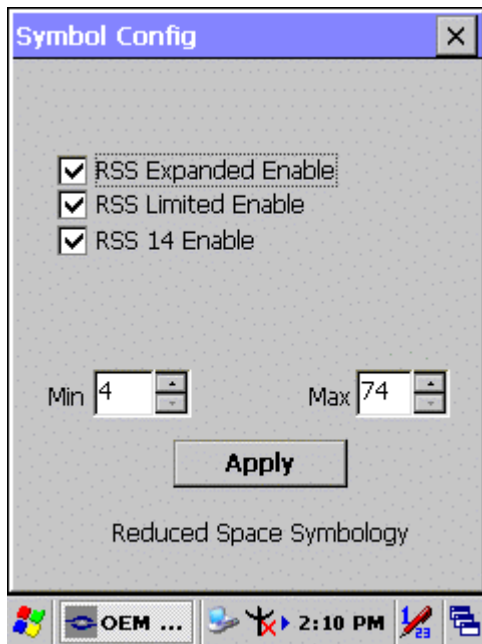
Function Explaining:

Item	Explaining
☑ RSS Expanded Enable	Enable RSS Expanded code
☑ RSS Limited Enable	Enable RSS Limited code
☑ RSS 14 Enable	Enable RSS 14 code
Message Length	The minimum and maximum length ranges for the barcode are 4-74.

A.3.20 UPC-A

Function Explaining:

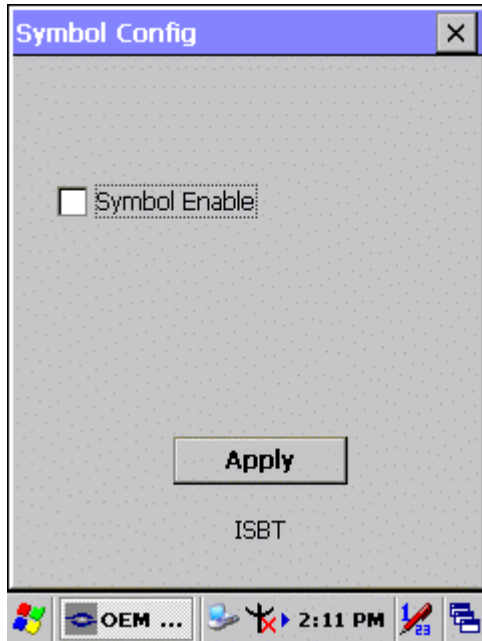| Item	Explaining
☑ Symbol Enable	Enable this barcode
☑ Check Char/Digit Transmit	The output of the check digit at the end of the scanned data.
☐ Enable 2 Digit Addenda	Option allows decoding and outputting of a 2 digits addendum on the end of all scanned UPC-A data.
☐ Enable 5 Digit Addenda	Option allows decoding and outputting of a 5 digits addendum on the end of all scanned UPC-A data.
☐ Addenda Required	Only reads UPC-A barcodes that have addenda.
☑ Include Addenda Separator	When this feature is selected, the data is output with a space between the data from the main barcode and the data from the addenda. When turned off, there is no space.
☑ Send Number System	If you want the numeric system digit of a UPC symbol transmitted.

A.3.21 UPC-E

Function Explaining:

Item	Explaining
☑ Symbol Enable	Enable this barcode
☑ Check Char/Digit Transmit	The output of the check digit at the end of the scanned data.
☐ Enable 2 Digit Addenda	Option allows decoding and outputting of a 2 digits addendum on the end of all scanned UPC-E data.
☐ Enable Expanded UPC-E	Enable UPC-E Expanded code
☐ Enable 5 Digit Addenda	Option allows decoding and outputting of a 5 digits addendum on the end of all scanned UPC-E data.
☐ Addenda Required	Only reads UPC-E barcodes that have addenda.
☑ Include Addenda Separator	When this feature is selected, the data is output with a space between the data from the main barcode and the data from the addenda. When turned off, there is no space.

| ☑ | Send Number System | If you want the numeric system digit of a UPC-E symbol transmitted. |

A.3.22 UPC-E1

Function Explaining:

Item	Explaining
☐ Symbol Enable	Enable this barcode
☑ Check Char/Digit Transmit	The output of the check digit at the end of the scanned data.
☐ Enable 2 Digit Addenda	Option allows decoding and outputting of a 2 digits addendum on the end of all scanned UPC-E1 data.
☐ Enable Expanded UPC-E	Enable UPC-E Expanded code
☐ Enable 5 Digit Addenda	Option allows decoding and outputting of a 5 digits addendum on the end of all scanned UPC-E1 data.
☐ Addenda Required	Only reads UPC-E1 barcodes that have addenda.
☑ Include Addenda Separator	When this feature is selected, the data is output with a space between the data from the main barcode and the data from the addenda. When turned off, there is no space.

☑ Send Number System	If you want the numeric system digit of a UPC-E1 symbol transmitted.

A.3.23 ISBT

Function Explaining:

Item	Explaining
☐ Symbol Enable	Enable this barcode

A.3.24 British Post

Function Explaining:

Item	Explaining
☐　Symbol Enable	Enable this barcode

A.3.25 Canadian Post

Function Explaining:

Item	Explaining
☐　Symbol Enable	Enable this barcode

A.3.26 Australian Post

Function Explaining:

Item	Explaining
☐ Symbol Enable	Enable this barcode
☐ Send Bar Width Data	Australian Post is a 4-state symbology that was designed with a non-defined user area. The user can define how that area field is interpreted. Most systems have dedicated decoders that don't know how to decode a symbology that is not defined. If you select the Send Bar Width Data, the bar levels will be outputted (0-3 for the four states) so that the receiving device can then decode appropriately.

A.3.27 IATA 2 of 5
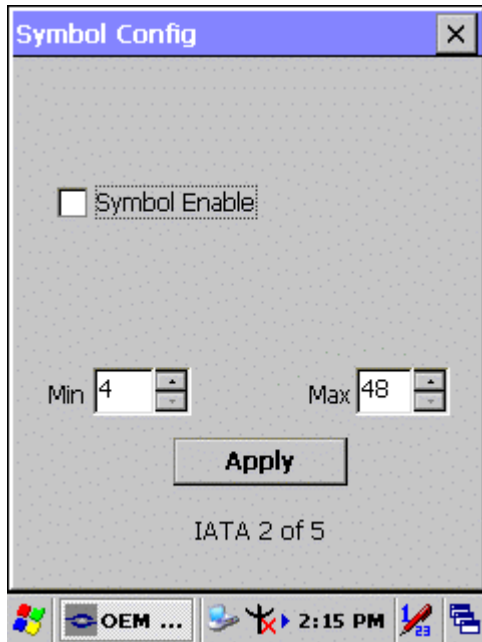
Function Explaining:

Item	Explaining
☐ Symbol Enable	Enable this barcode
Message Length	The minimum and maximum length ranges for the barcode are 1-48.

A.3.28 Codablock F
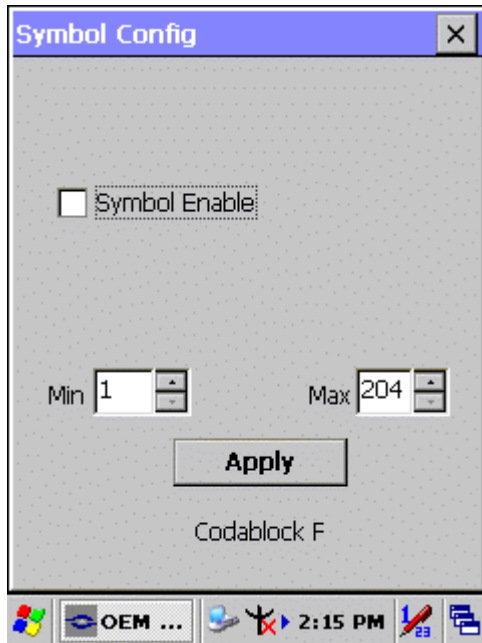
Function Explaining:

Item	Explaining
☐ Symbol Enable	Enable this barcode
Message Length	The minimum and maximum length ranges for the barcode are 1-2048.

A.3.29 Japanese Post
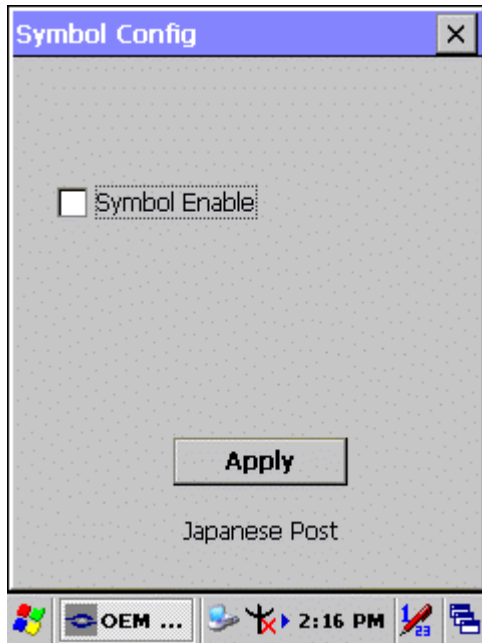
Function Explaining:

Item	Explaining
☐ Symbol Enable	Enable this barcode

A.3.30 Planet Code

Function Explaining:

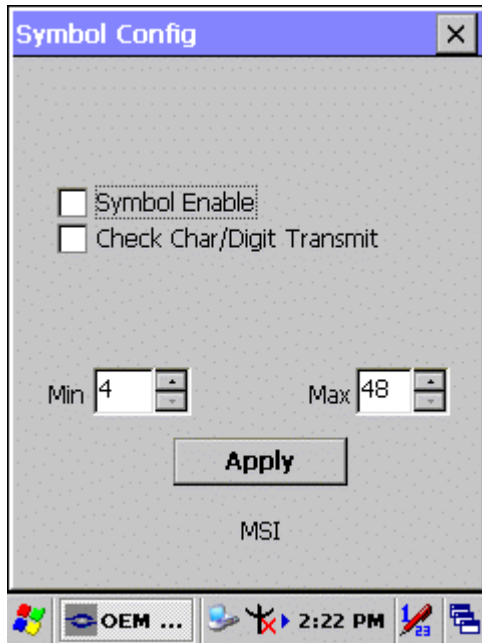| Item	Explaining
☐ Symbol Enable	Enable this barcode
☐ Check Char/Digit Transmit	The scanner will only read Planet barcodes printed with a check character, and will transmit this character at the end of the scanned data.

A.3.31 KIX (Netherlands) Post

Function Explaining:

Item	Explaining
☐ Symbol Enable	Enable this barcode

A.3.32 MSI

Function Explaining:

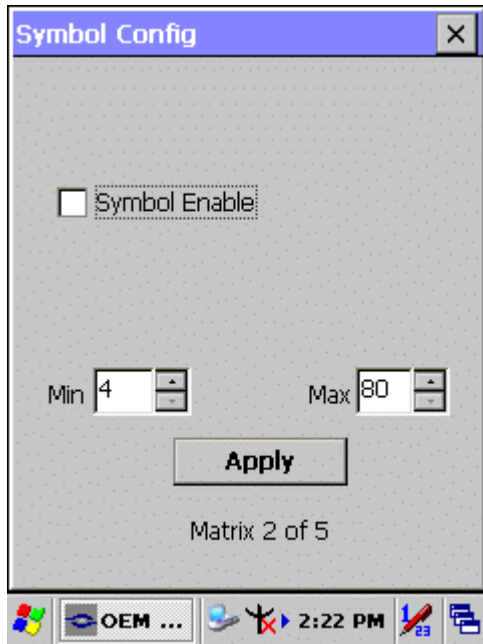| Item	Explaining
☐ Symbol Enable	Enable this barcode
☐ Check Char/Digit Transmit	The scanner will only read MSI barcodes printed with a check character, and will transmit this character at the end of the scanned data.
Message Length	The minimum and maximum length ranges for the barcode are 4-48.

A.3.33 TCIF Linked Code 39
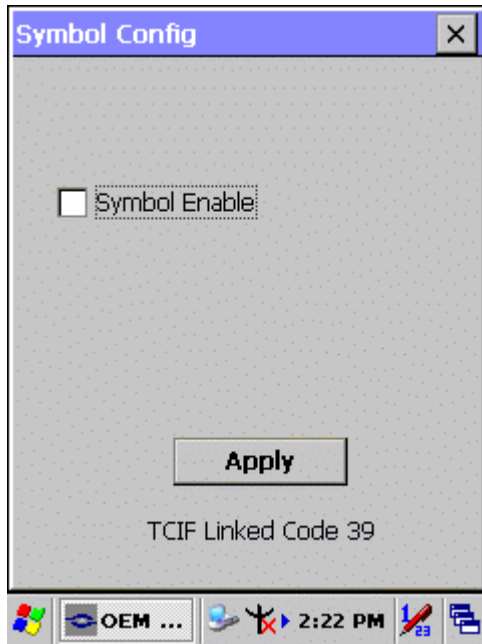
Function Explaining:

Item	Explaining
☐ Symbol Enable	Enable this barcode

A.3.34 Mayrix 2 of 5

Function Explaining:

Item	Explaining
☐　　Symbol Enable	Enable this barcode
Message Length	The minimum and maximum length ranges for the barcode are 1-80.

A.3.35 Korean Post

Function Explaining:

Item	Explaining
☐　　Symbol Enable	Enable this barcode
Message Length	The minimum and maximum length ranges for the barcode are 2-80.