

AUDIOVOX PPC4100

Tri-band GSM (850/1800/1900) Pocket PC with Built-in Phone

In today's fast paced world, it has become a necessity to have access to real time information. Your communications tools must provide you with this access from anywhere at anytime. With that in mind, Audiovox developed the PPC4100, a tri-band GSM Pocket PC device with built-in phone functionality.

Operating on the 850, 1800 and 1900 MHz GSM frequencies, the PPC4100 allows for seamless nationwide coverage as well as offering state-of-the-art, user-friendly features.

The PPC4100 has Intel® Mobile Media Technology at 400 MHz with 64 MB RAM and 64 MB ROM. It also offers a 3.5" TFT LCD with QVGA resolution, speed dialing, two-way speakerphone, and GPRS functionality for wireless internet connection.

Your new PPC4100 Pocket PC provides you with something only an Audiovox phone can: the proven reliability that has made us a leading wireless handset provider. Read through this owner's manual to help make the most efficient use of this valuable communications tool.

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CHAPTER 1

FIRST THINGS FIRST

Please read this manual before using your PPC4100 Pocket PC.

This chapter describes the procedures you need to follow to prepare your handset for operation.

1. Package Contents
2. Handset Setup
3. System Procedures

PACKAGE CONTENTS

Thank you for purchasing the PPC4100 wireless handset. The PPC4100's giftbox contains all of the items listed below.

- PPC4100 Pocket PC with Built-in Phone
- AT&T SIM card
- Stylus
- Lithium Ion Battery Pack
- USB Cradle
- AC/DC Adapter
- Stereo Headset
- Earphone Microphone
- Leather Cover
- PPC4100 Companion CD
- PPC4100 Owner's Manual with Warranty Validation Card
- PPC4100 Quick Reference Guide
- PPC4100 Features and Service Guide
- PPC4100 Activations Instructions Guide

NOTE: Report any product defects to the place of purchase immediately.

HANDSET SETUP

Perform the following tasks before using your device:

1. Insert the SIM card.
2. Install the battery pack.
3. Connect the USB cradle.
4. Charge your device.
5. Start up your device.

INSTALLING THE BATTERY PACK

Your PPC4100 uses a high-density removable and rechargeable 1480 mAh Lithium Ion battery pack.

WARNING: There is a risk of fire and burns if the battery pack is handled improperly. DO NOT disassemble, crush, puncture, short external contacts, or dispose the battery pack in fire or water. DO NOT attempt to open or service the battery pack. Dispose of used batteries according to local recycling guidelines in your area.

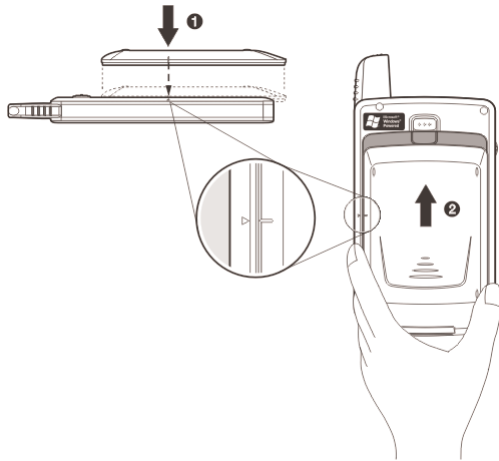
A backup battery cell is embedded into your device to prevent data loss in instances when the battery pack is removed or completely discharged. This backup battery cell will support the system for a maximum of 30 minutes.

NOTE: To enable the internal battery cell to provide backup power supply, charge your device with the main battery pack, for at least eight (8) hours.

For information on conserving power to make your battery pack last longer, see page 218.

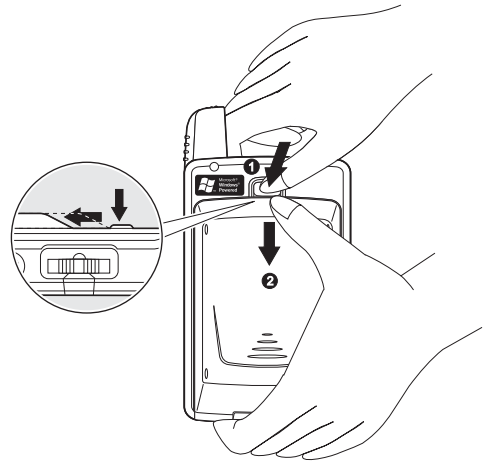
To install the battery pack:

1. Align the battery marker on the battery pack with the one located on the device.
2. Slide the battery pack into the battery bay until it clicks into place.






2. Follow the substeps below:

- (1) With one hand, press and hold the battery release switch, then
- (2) Slide the battery pack out from its bay.



To detach the battery pack:

1. If the device is on:
 - a. Press and hold the **End** button  on your device until  appears in the navigation bar.
 - b. To turn off the device, press the **Power** button .
 - c. Wait for five (5) seconds to allow the device to completely enter sleep mode.

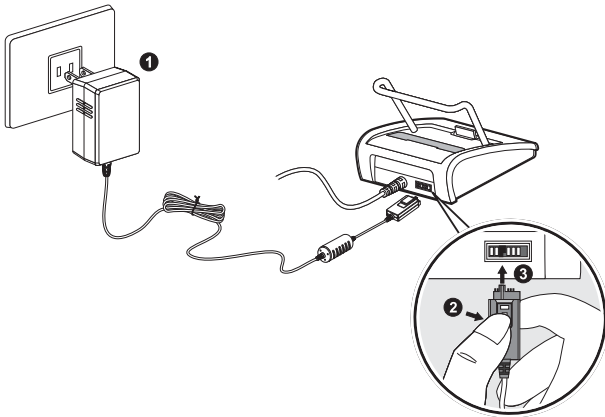
CONNECTING THE USB CRADLE

The cradle that comes with your device enables you to charge your device, as well as synchronize the information on your device with those on your computer using ActiveSync technology. The dual-pocket design also allows simultaneous charging of the device and an optional spare battery pack if you have purchased one.

IMPORTANT: Failure to properly turn off the device before uninstalling the battery pack may result in the loss of all data stored in the internal memory of your device.

To connect the cradle to a power source:

1. Connect the AC adapter cord to the power socket at the back of the cradle.
2. Press and hold the connector button on the AC adapter cord.
3. Plug it into the power socket at the back of the cradle.
4. Plug the AC adapter into any AC current outlet.



IMPORTANT: To avoid damaging the AC adapter, make sure to press and hold the connector button before connecting or disconnecting the cord from the power socket of the cradle/device.


CHARGING YOUR HANDSET

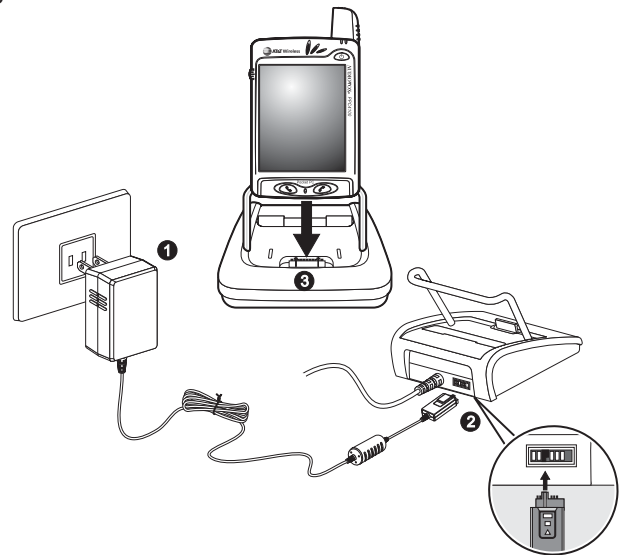
For initial use, you need to charge your device for about eight (8) hours. After that, you can charge it everyday to recharge the battery to full capacity.

IMPORTANT: Make sure that the SIM card holder is closed before charging the device.

To charge your PPC4100:

1. Plug the AC adapter into any AC current outlet.
2. Connect the AC adapter cord to the power socket at the back of the cradle.
3. Slide the device into the front pocket of the cradle until it clicks into place.

The connection is secure when the bottom edge of the device is aligned smoothly with the cradle, and the LED indicator on the device's power button  lights up green.



LED status during charging:

- Flashing green: Charging
- Solid green: Charging complete

If the battery level becomes low in the course of normal use, a status icon appears on the device screen indicating low or very low battery status (see "Status icons" on page 50). In both cases, perform an ActiveSync operation to back up your data, then recharge your device as soon as possible.

If the battery level reaches low status, the device will enter sleep mode; if the battery level reaches very low status, the device will enter deep sleep mode. In this case, you have about 72 hours to recharge your device after which you risk losing all data on your device's internal memory.

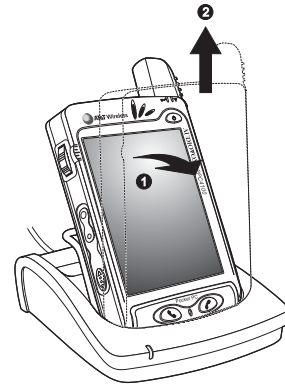
For information on how to wake up your device from sleep mode, refer to page 219.

The battery pack is removable. Refer to page 14 for instructions on how to remove it from the battery bay.

You have the option to purchase a spare battery pack for your device. You can charge this spare battery pack in the back pocket of the cradle. Refer to page 47 for instructions.

To remove your PPC4100 from the cradle:

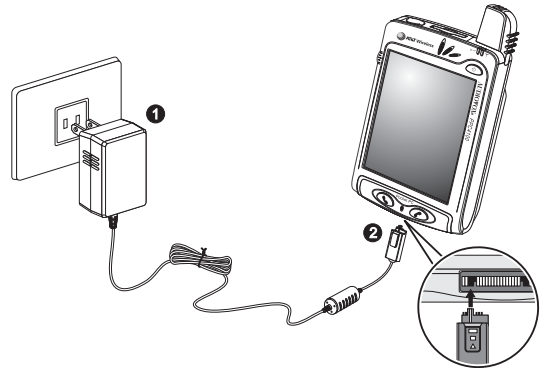
1. Gently tilt the device forward.
2. Pull the device up to detach it from the cradle.



To recharge the device using the AC adapter cord:
When traveling, you can still recharge your device and avoid the bulk of carrying the cradle by using the AC adapter cord to directly connect to a power outlet.

IMPORTANT: Make sure that the SIM card holder is closed before charging the device.


1. Plug the AC adapter into any AC current outlet.
2. Connect the AC adapter cord to the universal



START UP YOUR HANDSET

After initially charging your device for about eight (8) hours it is ready to be used. You can now start up your device where you'll calibrate the display, learn some basic stylus usage, and set up the system date and time.

To start up your PPC4100:

1. Turn on your device by pressing the **Power** button  on the front panel.



2. Follow the onscreen instructions on the Welcome Screen Wizard.

SYSTEM PROCEDURES



The following sections describe various system procedures that will help you use the device more efficiently.


SCREEN RECALIBRATION

When you first startup your PPC4100, you will be asked to calibrate the screen by tapping the center of a cross with your stylus as it moves around the screen. This process ensures that when you tap the screen with your stylus the item tapped is activated. If, however, while using your device, you discover tapping an item doesn't bring up the appropriate response, it means your device has lost its calibration.

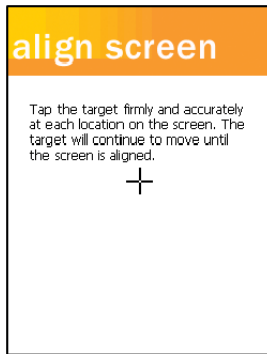
To recalibrate the screen:

1. Launched the Align Screen window by doing either of the following:

- Software launching
 - a. Tap , then Settings.
 - b. On the System tab, tap Screen .
 - c. On the Screen window, tap **Align Screen**.
- Hardware launching

Simultaneously press the **Power** button  and the jog dial.

2. Tap the center of the cross with your stylus as it moves around the screen.



CREATING BACKUP FILES

Any additional programs or new data on your device are stored in RAM (random access memory). These items will be lost if you have to perform a hard reset or your device loses all power for any other reason. Because of this it is imperative that you regularly back up files to your computer via ActiveSync or to a storage card using the device's built-in SD/MMC slot.

If have access to your computer, use ActiveSync to synchronize files to create backup files of information stored on your device. Refer to page 61 for more information on using ActiveSync.

In instances where you are unable to access your computer, you can back up files to an SD or MMC card. You have the following options:

- Back up individual files using the Cut and Paste commands in File Explorer.
- Back up all stored data files or all PIM data using WiBackup - For instructions on using WiBackup, go to page ____.

- To back up individual Word, Excel or Notes files using the Rename/Move command. Follow the steps below.
 1. Insert an SD or MMC card into the SD/MMC slot on the top edge of your device.
 2. Open the file you want to back up.
 3. Tap **Tools**, then **Rename/Move**.
 4. On the Rename/Move screen, enter a filename on the Name field.
 5. Tap the Location pick list, then select **Storage Card**.
 6. Tap the Folder pick list, then select the folder where you want to save the file.
 7. Tap **OK**.
 8. After the backup process, remove the card from the slot.

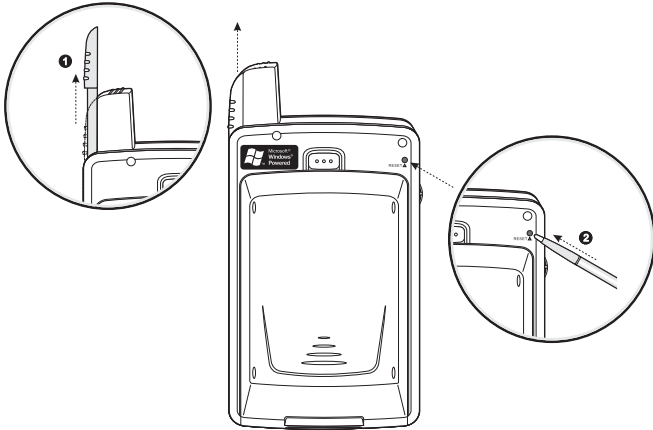
RESETTING YOUR HANDSET

You may have to perform a reset if the device freezes (i.e., device no longer responds to the buttons on the screen).

To perform a soft reset:

A soft reset allows your device to get a fresh start, similar to rebooting a computer. This will restart your device and adjust memory allocation. All records and entries are retained after a soft reset. Unsaved data in open programs may in some cases be lost.




1. Remove the stylus from its holder.
2. Lightly press the tip of the stylus to the reset button located on the rear panel of the device.



To perform a hard reset:

A hard reset will cut off power to your device. This will erase all records and entries, delete all programs you have added, and restore the device default factory settings. Never perform a hard reset unless a soft reset does not correct your problem. When you perform your next ActiveSync operation, you can restore any data that you previously synchronized to your computer or you can restore data that you backed up to a storage card.



NOTE: When you perform a hard reset, the current date and time are not be retained. Formats, preferences, and other settings are restored to their factory default settings.

1. Hold down the **Power** button  on the front panel of your device.
2. While holding down the power button , gently press the tip of the stylus to the reset button.
The Confirmation message box appears.
3. Press the volume rocker key  up.

LOCKING YOUR HANDSET

Your device is not just a financial investment but a wealthy source of personal information, some of which may be confidential so it is only logical to protect it from any unauthorized access. The Security setting gives you the option of assigning a lock password that will be required to access your device after a set period of inactivity.

To assign a lock password:

1. Tap , then **Settings**.
2. On the Personal tab, tap **Password** .
The Password Settings window appears.
3. On the Password tab, select the check box to enable the password function.
4. Tap the pick list to select the period of inactivity before the lock password will be required for access.
5. Tap a radio button corresponding to the password mode you want to apply. You have two options.
 - **Simple 4 digit password**
This password mode requires a 4-digit password.
 - **Strong alphanumeric password**
This password mode requires an alphanumeric password (i.e., a combination of upper- and lower case letters, numbers, and symbols) consisting of at least seven characters.
6. If you want to set a keyword to serve as a password reminder in case you forget it, tap the **Hint** tab.
7. Tap **OK**.

NOTES

CHAPTER 2

GETTING STARTED

After completing the setup procedures, you can now familiarize yourself with the hardware and software functions of your handset to better understand the basics on how to use your device.

This chapter explains the handset features. It also gives you a tour of both the hardware and software interface of your device.

1. Handset Features
2. Handset Tour
3. Peripherals Tour
4. Command Interface

HANDSET FEATURES

Listed below are the system features of your new PPC4100 Pocket PC.

PERFORMANCE

- Intel Mobile Media Technology of up to 400 MHz
- Integrated Intel XScale™ Technology
- System memory:
 - 64 MB SDRAM for application storage
 - 64 MB Flash ROM for operating system
- Windows Mobile™ 2003 software for Pocket PC Phone Edition

DISPLAY

- 3.5" Transreflective TFT LCD (Thin Film Transistor Liquid Crystal Display) with QVGA resolution
- 240 x 320 resolution
- 16-bit color depth support
- Software-configurable backlight and contrast settings
- Microsoft ClearType technology for clearer, crisper font display

AUDIO

- Embedded AC '97 CODEC with CD-quality stereo output
- Built-in industry-standard 2.5-mm earphone jack
- Built-in speaker and microphone
- Dual volume control for the phone function's ringer
- Playback support for both Windows Media and MIDI sound files for personalizing ring tones and sound notifications

PHONE FEATURES

- Tri-band GSM broadband function (900/1800/1900)
- Contacts migration service using SIM Manager
- Integration with Microsoft Contacts
- Features include Speed Dial, Caller ID, Conference Call, Call Waiting, Call Barring, Call History, speakerphone mode, note taking, voice mail, and emergency number setting
- SMS mailbox/Inbox integration
- Seamless transition between voice and data connection
- Hardware and software launch function
- Operation time:
 - Talk Time: up to 3 hours
 - Standby Time: up to 100 hours
 - Typical Time: up to 12 hours of PDA usage only
 - Data Time: up to 5 hours

IMPORTANT: This device is not designed for held-at-ear use and should never be used against the ear. It is designed to be used with an earphone microphone or as a speakerphone.

CONNECTIVITY

- 19-pin universal connector
- Built-in SD/MMC (Standard Digital/MultiMedia Card) expansion slot
- IrDA-standard Infrared wireless function
- Wireless Internet access via AT&T's GPRS (General Packet Radio Service)
- Connection Manager for one-touch ability to toggle on and off all wireless functions

BATTERY PACK

- Removable and rechargeable 1480 mAh Lithium Ion battery pack
- Embedded backup battery cell
- Charging time from empty to full capacity: 8 hours

- Operation time
 - MP3 Playback Time (LCD off): up to 12 hours
 - WMV Playback Time (LCD on, average level backlight, phone function off): up to 7 hours
 - Internet Browsing Time: up to 4 hours

NOTE: Length of battery operation will depend on power consumption which in turn is based on system resources use. For example, constantly using the backlight or using power-demanding applications will shorten the length of battery operation.

DESIGN AND ERGONOMICS

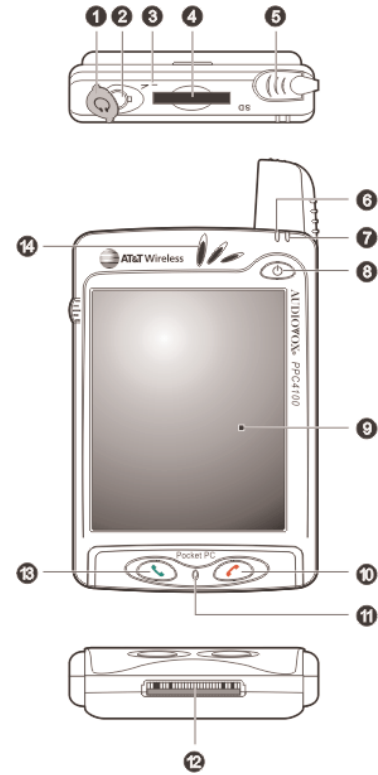
- Stylish and sleek design
- Dimensions
 - Length: 4.3 in.
 - Width: 2.7 in.
 - Depth: .85 in. (battery pack attached)
 - Weight (with battery): 5.6 oz.
- User-friendly navigation features
 - 3-way jog dial for one-hand operation
 - Rocker key for volume control
 - Hold switch lets you lock all buttons from being accidentally pressed when device is placed in pocket or in a bag.






HANDSET TOUR

The following sections gives you a tour of the hardware interface.

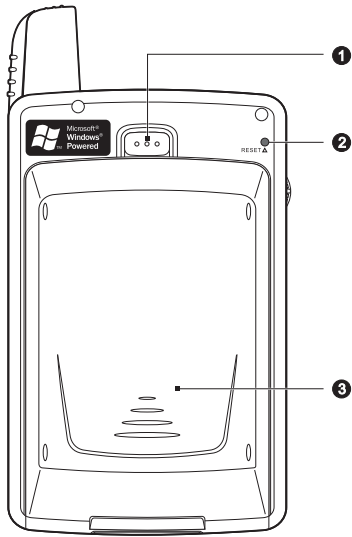
FRONT VIEW

The illustration below show the front panel of your device as well as the top and bottom edges.



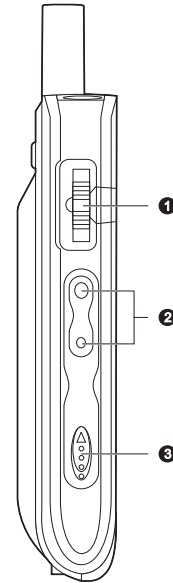
<u>No.</u>	<u>COMPONENT</u>	<u>DESCRIPTION</u>	<u>No.</u>	<u>COMPONENT</u>	<u>DESCRIPTION</u>
1	Earphone jack cap	A non-detachable protective covering for the earphone jack.	10	End button 	<ul style="list-style-type: none"> When there's an incoming call, press to reject the call.
2	Earphone jack 	Connects to audio line-out devices (earphones/headphones).			<ul style="list-style-type: none"> During an ongoing call, press to end the call.
3	Infrared (IR) port 	Uses infrared technology to transmit and receive data from other IR-enabled devices.	11	Microphone	<ul style="list-style-type: none"> When manually dialing a number, press to delete the number input.
4	SD/MMC expansion slot	Accepts SD, MMC, and SDIO (Secure Digital Input Output) cards, allowing you to add more memory. Install add-on applications or use audio or text files stored in it for use with internal applications. You can also use it to back up data from your device.	12	Universal connector	<ul style="list-style-type: none"> Inputs audio into your device when receiving/making a call or recording voice notes.
5	Antenna/stylus holder	The antenna includes a neatly hidden slot for holding the stylus. To use the stylus, remove it from its holder and hold it the same way you hold a pen or pencil.			<ul style="list-style-type: none"> Connects your device to the cradle, which in turn connects to the back of your computer and through the AC adapter to an external power source. This allows you to recharge your device and perform an ActiveSync operation. You can also use the universal connector to connect peripheral hardware devices, such as an external keyboard, to your device.
6	Notification indicator	Lights up solid amber for alarm reminders and email receipt.			<p>NOTE: You need to install an appropriate driver to your device before using a peripheral device.</p> <ul style="list-style-type: none"> When there's an incoming call, press to accept the call. During an ongoing call, press and hold to toggle on/off the speakerphone mode. From Speed Dial, press to call the currently selected number. From Call History, press to call the currently selected log item. In mailbox, press to send a composed email/SMS message or display options for a received email/SMS. From a PDA application, press to display the Dialer screen or press twice to redial the last called number.
7	Phone indicator	Lights up green to indicate phone function status.			
8	Power button 	<p>If the device is off, press the button to turn it on (LED lights up green).</p> <p>If the device is on, press to turn it off.</p> <p>The status of the power LED indicates the charging status.</p> <ul style="list-style-type: none"> Flashing green - Charging device Solid green - Charging complete <p>As a backlight control, press and hold to toggle the backlight on/off.</p>	13	Send button 	
9	LCD touchscreen	Displays the applications and data stored on your device. It is touch-sensitive and responds to the stylus or your finger.	14	Speaker	<ul style="list-style-type: none"> Emits system sounds.

REAR VIEW



No.	COMPONENT	DESCRIPTION
1	Main battery release latch	Press to release the main battery from its bay.
2	Reset button	Press the end of the stylus into the hole to reset your device.
3	Main battery	Removable and rechargeable 1480 mAh Lithium Ion battery pack.


LEFT VIEW





No.	COMPONENT	DESCRIPTION
1	Jog dial	Pressing the jog dial results in an action similar to pressing the Enter key on a regular keyboard. For example, to open any of the applications in the Start menu simply select that application then press the jog dial; or in using a Help menu, simply select a hyperlink then press the jog dial to display the linked information.

In pop-up menus:

- Rotate up/down to go through menu options.
- Press to select a highlighted option.

<u>No.</u>	<u>COMPONENT</u>	<u>DESCRIPTION</u>
	Jog dial	<p>In Dialer:</p> <ul style="list-style-type: none"> • Rotate up to access Call History. • Rotate down to access Speed Dial. <p>From Speed Dial:</p> <ul style="list-style-type: none"> • Rotate up/down to scroll through the list. • Press to call the currently selected number. <p>From Call History:</p> <ul style="list-style-type: none"> • Rotate up/down to scroll through the log items. • Press to call the currently selected log item. • Press and hold to display the pop-up menu for the currently selected log item. <p>From SIM Manager:</p> <ul style="list-style-type: none"> • Rotate up/down to scroll through the numbers stored in your SIM card. • Press and hold to display the pop-up menu for the currently selected entry. <p>Press the key up to increase volume, press down to decrease volume.</p>
2	Volume rocker key	
3	Hold switch 	Slide up to lock all buttons from being accidentally pressed when the device is placed in pocket or in a bag.

<u>No.</u>	<u>COMPONENT</u>	<u>DESCRIPTION</u>
	Hold switch	<p>When the hold switch is enabled:</p> <ul style="list-style-type: none"> • Backlight is turned off and all hardware buttons are disabled • Auto power off function is still active • Sound notification for alarms, reminders and SD/MMC/SDIO card movement are enabled <p>When there's an incoming call and the hold switch is enabled:</p> <ul style="list-style-type: none"> • Backlight is turned on with the caller ID displayed • All hardware keys except for the Send  or End  buttons are disabled • Backlight turns off after ending call <p>NOTE: Enabling the hold switch does not lock the reset button; you can still reset your device even if the hold switch is turned on.</p>

USING THE BACKLIGHT

If lighting conditions make it difficult for you to see the information on your device, use the backlight to illuminate your screen. You can change the backlight settings. Refer to "Brightness" on page 137.

To activate the backlight:

- Press and hold the **Power** button  until the backlight turns on.

- or -

If the hold switch  is enabled, disable it.

To turn off the backlight:

- Press and hold the **Power** button  until the backlight turns off.

- or -

If the hold switch  is disabled, enable it.

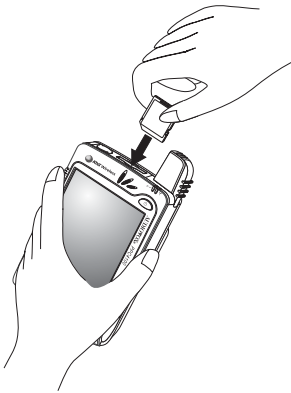
USING THE SD/MMC SLOT

Your device has an expansion slot compatible with a range of SD and MMC storage cards, which are primarily used to back up or transfer files and data.

NOTE: This device comes with a protective piece in the card slot. Remove the plastic card from the slot before trying to insert an SD or MMC card.

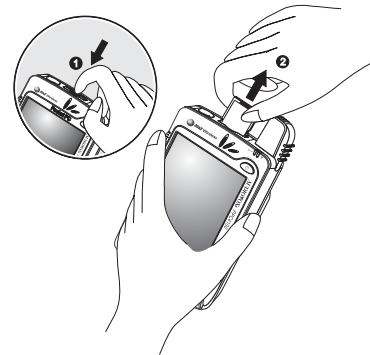
To insert a storage card:

- Hold your device securely, then push the card into the slot until you hear an audible system sound; this will signal that the card is already properly seated within the slot. The card is secure when it is not protruding from the base.



To remove a storage card:

1. Hold your device securely, then push against the top of the card, as if you were pushing it further into the slot, letting the card spring out. An audible system sound will signal that the card has been released.
2. Gently remove the card from the slot.



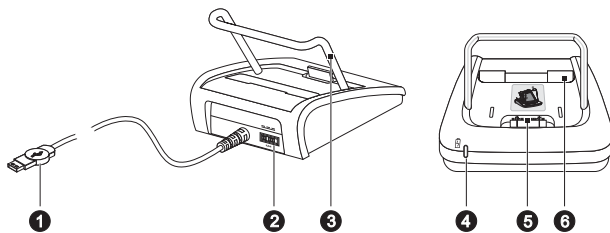
PERIPHERALS TOUR

This sections provides an overview of the peripheral devices bundled with your handset. This include the USB cradle, headset stereo, and the earphone microphone.


USB CRADLE

The USB cradle that comes with your device enables you to charge your device, as well as synchronize the information on your device with those on your computer using ActiveSync technology. The dual-pocket design also allows simultaneous charging of the device and an optional spare battery pack.

NOTE: When your device is docked in the USB cradle while the GPRS function is on, you will not be able to browse web pages.



No.	COMPONENT	DESCRIPTION
1	USB port	Connects the cradle to a USB connector on your computer.
2	Power connector	Connects the cradle to a power outlet.
3	Support bracket	Holds the device in place during charging.

No.	COMPONENT	DESCRIPTION
4	Front pocket	Recharges your device.
5	Spare battery indicator	Lights up to indicate charging status for the spare battery pack.
		LED status description: <ul style="list-style-type: none"> ● Flashing green - Charging battery pack ● Solid green - Charging complete
6	Rear pocket	Recharges a spare battery pack.

STEREO HEADSET AND EARPHONE MICROPHONE

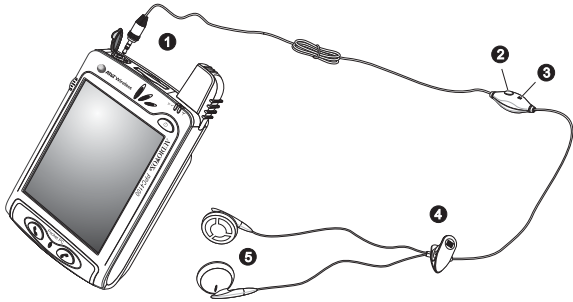
The ergonomically designed stereo headset (dual earpiece) and earphone microphone (single earpiece) that come with your device provides quality sound output and maximum comfort fit.

Use the stereo headset to play your favorite audio and video files; and to attend to phone calls during non-driving sessions. For safety reasons, DO NOT use the headset while driving.

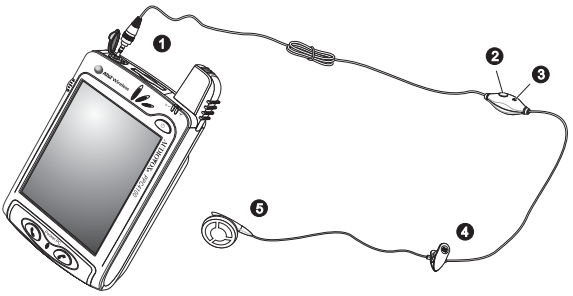
Use the earphone microphone to enjoy hands-free phone operation while driving.

NOTE: When using the microphone on the stereo headset/earphone during an ongoing call, the built-in device microphone is disabled.

You can configure the operation of these two peripherals under the Phone Settings - Special tab. Go to page 127 for more information.



Headset Stereo



Earphone Microphone

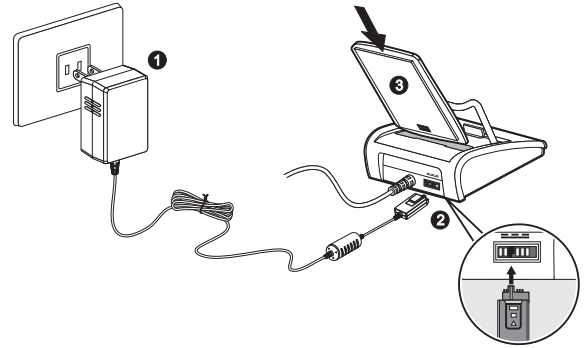
No.	COMPONENT
1	6-pole, 2.5 mm headset plug
2	Remote Send/End button
3	Microphone
4	Clip
5	Stereo headset: Dual earpiece Earphone microphone: Single earpiece


CHARGING AN OPTIONAL SPARE BATTERY PACK

The dual-pocket design of the USB cradle that comes with your device allows you to simultaneously charge the device and an optional spare battery pack.

To charge an optional spare battery pack:

1. Plug the AC adapter into any AC current outlet.
2. Press and hold the connector button on the AC adapter cord, then plug it into the power socket at the back of the cradle.
3. Slide the spare battery pack into the rear pocket of the cradle until it clicks into place.



The spare battery indicator  on the cradle will light up green to indicate that the battery pack is properly inserted into the cradle pocket.

SEND/END BUTTON OPERATION

This section describes the action of the Send/End button on the stereo headset/earphone microphone when there's an active mobile phone connection. When there's no active mobile phone connection or when the Phone application is turned off, the headset's Send/End button is disabled.

During an incoming call:

- Quick Press - Accept the call
- Press and hold for more than 2 seconds - Accept the call

During an ongoing call:

- Quick Press - Terminate the call
- Press and hold for more than 2 seconds - Record the ongoing call

COMMAND INTERFACE



HARDWARE BUTTONS AND THE STYLUS

Your device has hardware buttons that control actions and scroll functions, and a stylus for selecting items and entering information.



On your device, the stylus replaces the mouse.

- 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. In the pop-up menu that appears, tap the action you want to perform.

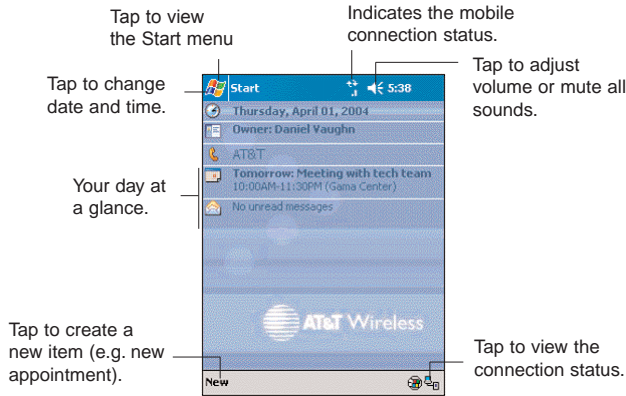
TODAY SCREEN


When you turn on your device for the first time each day (or after a preset period of inactivity), you'll see the Today screen. You can also display it by tapping  and then **Today** .

To define a preset period of inactivity after which the Today screen is displayed:

1. Tap , **Settings**, then **Personal** tab.
2. Tap **Today** .
3. On the Items tab, select the "Display Today screen..." check box.
4. Tap the pick list below the check box to set the period of inactivity.
5. Tap **OK**.


The Today screen provides an at-a-glance view of important reminders and details for the day.

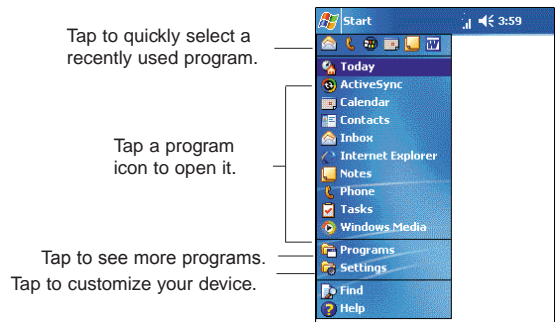


If more notification icons need to be displayed than there is room for, the Notification icon  appears. Tap the icon to view all notification icons.

NOTE: For status icons related to the phone function, refer to page 88.










NAVIGATION BAR

The navigation bar is located at the top of the screen. It displays the active program and current time, as well as the Start menu , which allows you to switch to other programs.




STATUS ICONS

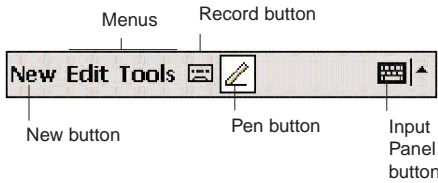
The table below describes some of the status icons you may see on your device.

ICON	DESCRIPTION
	Turns all sounds on and off
	Backup battery is low
	Main battery is low
	Main battery is very low
	Data connection is active
	Synchronization is beginning or ending
	Synchronization is occurring
	Notification that one or more instant messages were received
	Notification that one or more email/SMS messages were received

COMMAND BAR

Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menu names, buttons, and the Input Panel button .

- To create a new item in the current program, tap **New**.
- To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.

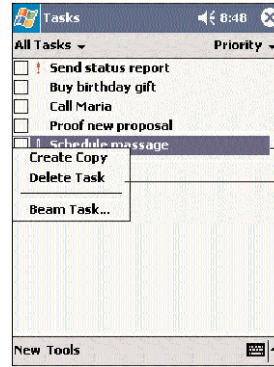


POP-UP MENU

With pop-up menus, you can quickly choose an action for an item. For example, you can use the pop-up 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 pop-up menu vary from program to program.

To access a pop-up menu:

1. Tap and hold the stylus on the item that you want to perform the action on.
2. When the menu appears, lift the stylus, then do any of the following:
3. Tap the action you want to perform.
4. Tap anywhere outside the menu to close the menu without performing an action.



Tap and hold a selected item to display a pop-up menu.

Lift the stylus and tap the action you want.



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

NOTIFICATIONS

Your device reminds you in a variety of ways when you have something to do or when you receive an email/SMS message. For example, if you've set up an appointment in Calendar, a task with a due date in Tasks, or an alarm in Clock, you'll be notified in any of the following ways:

- A message box appears on the screen.
- A sound, which you can specify, is played.
- The notification indicator on the front panel of your device lights up amber.

To choose reminder types and sounds for your device:

1. Tap , **Settings**, then **Personal** tab.
2. Tap **Sounds & Notifications** .
3. On the Notifications tab, select the kind of events you want to be notified of and the manner of notification you prefer. The options you choose here are applied globally on your device.
4. Tap **OK**.

NOTES

CHAPTER 3

MANAGING PROGRAMS

Your handset has several preinstalled programs that you can use to organize your daily activities. These include programs that will help you search, organize, and synchronize information.



This chapter describes the procedures for launching programs. It also shows how to use Find and File Explorer, as well as procedures for performing an ActiveSync operation.

1. Accessing Programs
2. Using Find
2. Using File Explorer
4. Using ActiveSync


ACCESSING PROGRAMS

OPENING A PROGRAM

You can open programs in the following ways:

- Tap a program name from the  menu.
You can customize which programs you see on the menu. For instructions, see page 146.
- Tap , then **Programs**, to see more programs.





SWITCHING BETWEEN PROGRAMS














- Select another program from the  menu.




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

PROGRAM LIST

The following is a partial list of programs that are available on your device. Refer to the PPC4100 Companion CD for additional programs that you can install on your device.

<u>ICON</u>	<u>PROGRAM</u>	<u>USAGE</u>
	ActiveSync	Synchronize information between your device and your computer.
	Calculator	Perform basic arithmetic calculations.
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your friends and colleagues.




<u>ICON</u>	<u>PROGRAM</u>	<u>USAGE</u>
	Inbox	Send and receive email messages.
	Games	Play your favorite computer games, including Jawbreaker and Solitaire, for on-the-road entertainment.
	Microsoft Reader for Pocket PC	Download and read eBooks on your device.
	MSN® Messenger	Send and receive instant messages from your MSN Messenger contacts.
	Notes	Create handwritten or typed notes, drawings, and recordings.
	Pictures	Access and edit image files on your device. You can view images in a variety of ways--individually, in slide show mode or using thumbnails.
	Phone	Make and receive calls and SMS messages; swap between calls and set up conference calling.
	Pocket Excel	Create new workbooks or view and edit Excel workbooks created on your computer.
	Pocket Internet Explorer	Browse Web and WAP sites, and download new programs and files from the Internet.
	Pocket MSN	Subscribe to popular MSN services.
	Pocket Word	Create new documents or view and edit Word documents created on your computer.
	SIM Manager	Loads contents of your SIM card to your device and transfer it to Contacts.
	Tasks	Keep track of your tasks.

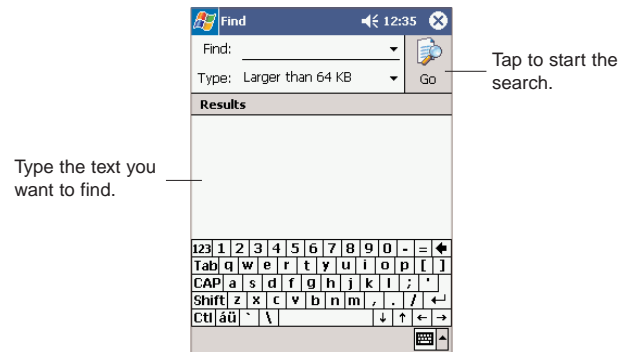
ICON	PROGRAM	USAGE
	Terminal Services Client	Log onto a Windows NT server type PC that is running Terminal Services software and use all of the programs that are available on that PC from your device.
	Windows Media™ Player	Play digital audio and video files that are stored on your device or on a network.
	WiBackup	Create backup files of data and applications stored on your device.

NOTE: Get detailed information on using any of applications listed in this section (except SIM Manager), open the program, tap **Start**, then **Help**.

USING FIND

The Find function helps you quickly locate specific files.

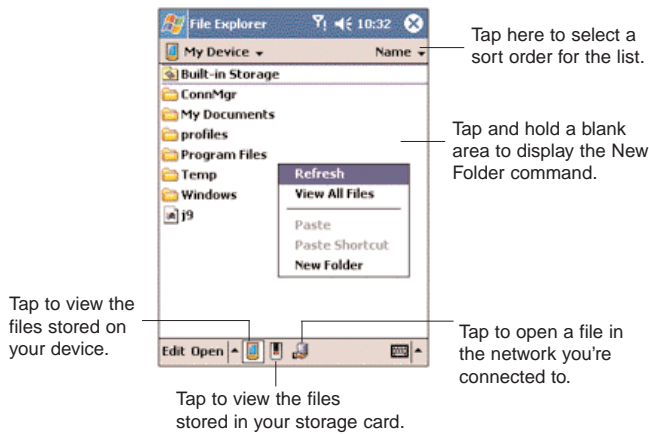
1. Tap , then Find .
2. Enter the text you want to find, then select a data type.
3. To quickly find information that is taking up storage space on your device, select the "Larger than 64 KB" option from the Type drop-down box.
3. Tap the **Go** button  to start the search.



USING FILE EXPLORER

Use File Explorer to locate files on your device and to organize these files into folders.

- Tap , **Programs**, then **File Explorer** .



USING ACTIVESYNC

Microsoft® ActiveSync® technology synchronizes information between your Pocket PC and your computer and/or a server so you always have the most up-to-date information wherever you are.

NOTE: You can only synchronise information with a server if your company is running Microsoft Exchange Server with Exchange ActiveSync.

Each time you synchronize, ActiveSync compares the information on your device with the information on your computer and/or the server and updates all locations. This means you'll always have the most recent information at all times. Use ActiveSync to:

- Keep Pocket Outlook data up-to-date by synchronizing your device with the Microsoft Outlook data on your computer.
- Synchronize Inbox, Calendar, and Contacts with a server so that you have the latest information, even when you don't have access to your computer.
- Open and edit your Microsoft Word and Microsoft Excel files in your device and synchronize it back to your computer. Files are automatically converted to the correct format.
- Copy (rather than synchronize) files between your device and your computer.
- Control when synchronization occurs by selecting a synchronisation schedule. For example, you can synchronize continually while connected to your computer or only when you select the synchronize command.

If you choose continuous synchronization, changes made on the computer or device are duplicated immediately. To recover a sudden loss of data, you can configure ActiveSync to back up data on your device. Choose whether to copy all information in the internal storage on your device, or just the information that has changed since the last backup.

- Select which information types are synchronized and control how much information is synchronised. To illustrate, when synchronizing Calendar, you can set ActiveSync to synchronize appointments within a certain date range and for specific categories only. For example business appointments from the past two weeks only.

INSTALLING MICROSOFT ACTIVESYNC

ActiveSync is already installed on your PPC4100 Pocket PC; you only need to install it on your computer.


MINIMUM PC COMPUTER REQUIREMENTS


- Microsoft Windows® XP, 2000, ME, NT Workstation 4.0 with SP 6 or later, or 98
- Microsoft Outlook® 98 or later required for synchronization
- Microsoft Internet Explorer 4.01 SP1 or later
- Hard disk drive with 12 to 65MB of available hard disk space (actual requirements will vary based on selection of features and user's current system configuration)
- Available infrared port or USB port
- CD-ROM drive
- VGA graphics card or compatible video graphics adapter at 256 color or higher
- Keyboard and mouse

To install Microsoft ActiveSync on your computer:

1. Exit any open programs, including those that run at startup, and disable any virus-scanning software.
2. Insert the PPC4100 Companion CD into the computer's CD-ROM drive.

The CD's welcome page appears.

3. To go to the next screen, click the animated forward icon .
4. Click the **Start Here** tab on the right side of the screen.
5. Read the instructions and installation notes indicated on the Start Here screen.
6. Click the buttons on the left pane to install each of the individual applications.

After installation, the ActiveSync icon  will appear on your computer's system tray (on the lower right-hand corner of the screen).

NOTE: If the wizard does not automatically appear, launch ActiveSync on your computer by clicking on its icon from **Start**, then **Programs**.

For detailed information about using ActiveSync on your computer, start ActiveSync on your computer, click **Help**, then **Microsoft ActiveSync Help**.

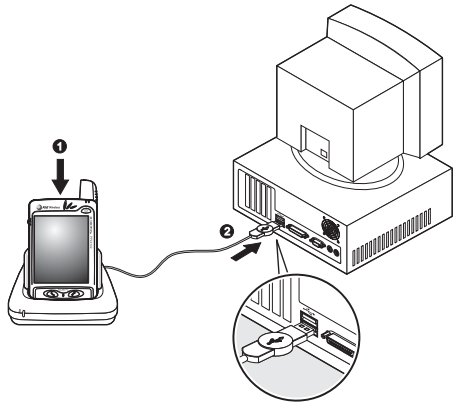
CREATING A PARTNERSHIP

After completing the installation procedures you can now set up a partnership between your PPC4100 Pocket PC and your computer and/or a server with the help of the New Partnership setup wizard. This wizard will help you:

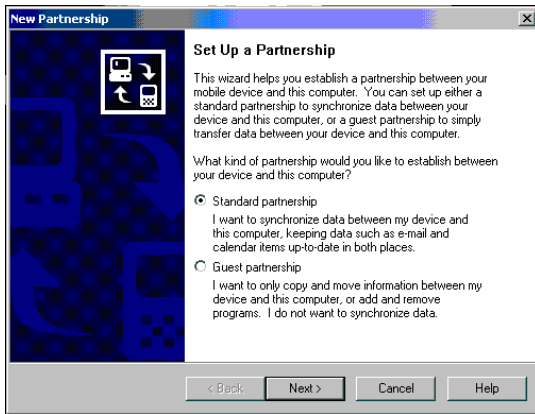
- Set up a partnership so you can synchronize information between your device and your computer
- Customize your synchronization settings

To create a partnership:

1. Dock your device in the front pocket of the cradle.
2. Plug the cradle's USB connector into a USB port on your computer.




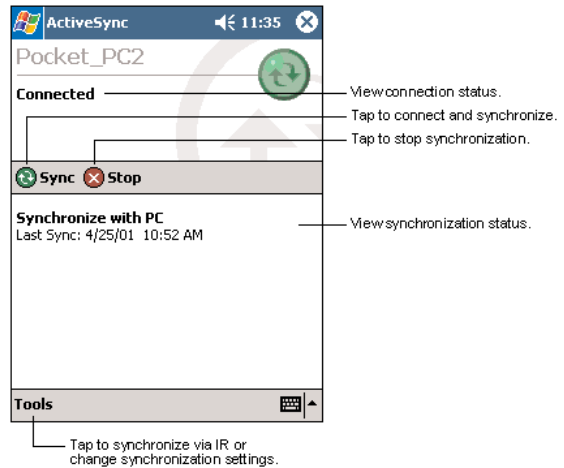
The New Partnership setup wizard will automatically start on your computer screen.



3. Follow the onscreen instructions.

To prevent synchronization problems, select the “Synchronize with Microsoft Mobile Information Server and/or this desktop computer” option in the New Partnership setup wizard only if you are certain that your company is running Microsoft Exchange Server with Exchange ActiveSync and you know the server name. Otherwise, select the “Synchronize with this desktop computer” option. For more information, contact your corporate network administrator or service provider.


The initial synchronization process will automatically begin when you finish using the wizard. During the synchronization process this icon  appears on your device's navigation bar.



After the initial synchronization, take a look at Calendar, Contacts, and Tasks on your device. You'll notice that information you've stored in Microsoft Outlook on your computer has been copied to your device, and you didn't have to type a word. Disconnect your device from your computer and you're ready to go!

Once you have completed the first synchronization process, you can initiate synchronization from your device anytime, using either the USB cradle or via infrared.


To start and stop synchronization:

1. Connect your device and computer via:
 - USB cradle - Follow steps 1-2 under the "To create a partnership" section on page ____.
 - Infrared - Go to page ____ for more information.
2. On your device tap , then **ActiveSync**.
3. To start synchronization, tap Sync ____.
To stop synchronization, tap Stop ____.

SYNCHRONIZING WITH YOUR COMPUTER

You can define settings for remote synchronization with your computer, and set a mobile schedule during wireless synchronization.

To set remote synchronization with your computer:

1. On your device tap , then **ActiveSync**.
2. Tap **Tools, Options**, then **PC** tab.
3. Select PC Settings, and then press the Action button.
4. Under "Use this PC:", tap the pick list and select the appropriate computer name.

5. Select one or both of the following options:

- Use mobile schedule to sync with this PC - to set synchronization at scheduled intervals
- Sync with this PC during manual sync - to set your device to sync with the selected computer everytime you sync manually

4. Tap **OK**.


NOTE: To synchronize remotely with a your computer, it must be turned on.

To set mobile schedule during wireless synchronization with your computer:

You can set two separate mobile schedules when wirelessly synchronizing your device with your computer.

- Peak time schedule - to synchronize during work hours or other times you receive higher mail volumes
- Off-peak schedule - to synchronize during times when you receive lower mail volumes

NOTE: When you are in a roaming mode, you can synchronize manually to reduce roaming charges, or you can use the mobile schedule you've set.


1. On your device tap , then **ActiveSync**.
2. Tap **Tools, Options**, then **Mobile Schedule** tab.
3. Select the frequency of synchronization for of the three conditions—during peak times, off-peak times, and when roaming.
4. Tap **Peak Times** to set the days and hours of your peak time schedule.
5. Tap **OK**.

SYNCHRONIZING WITH A SERVER

The option to synchronize your device with a server is available when you first create a partnership. Before you can begin to synchronize information with a server, you need to request the following server configuration information, either from your service provider or from your corporate network administrator:

- Your user name and password in your corporate network
- The name of the Microsoft Exchange server

To set up synchronization with a Microsoft Exchange server:

1. On your device tap , then **ActiveSync**.
2. Tap **Tools, Options**, then **Server** tab.
3. In the "Use this server" box, enter the name of the Microsoft Exchange server to which you want to connect.

Select the "This server uses an SSL connection" check box if it's applicable to your corporate network.

4. Tap **Options**.
5. On the Connection tab, enter your user name, password, and domain name under "Logon credentials".

If you intend to enable automatic synchronization, select the "Save password" check box.

6. On the Rules tab:
 - a. Select the frequency of synchronization with server when you are connected to your computer.
 - b. Define the rules for resolving conflicts if items change on both your device and on the server.
7. Tap **OK**.
8. Under "Sync these items", select the check box opposite the types of information that you want to synchronize with the server.


9. Define the synchronization settings for each information type by tapping the type of information, then **Settings**.

NOTE: Note that there are no synchronization settings for **Contacts**.

10. Tap **OK**


To set up automatic synchronization with a Microsoft Exchange server:

Enabling automatic synchronization between your device and Microsoft Exchange server ensures that you always get real-time information from the server everytime an item arrives or is changed on the server.

1. On your device tap , then **ActiveSync**.
2. Tap **Tools, Options**, then **Mobile Schedule** tab.
3. Tap **As items arrive** for the peak time and/or off-peak time mobile schedule.
4. Tap the **Server** tab.
5. Tap **Options**.
6. Tap **Device Address**.
7. Tap one of the option below:
 - Corporate Service Provider - If your company has instructed you to use a predefined service provider profile.
 - a. Enter the profile name under Service Provider Name.
 - b. Enter your device's phone number under Device Phone number (optional)
 - Device SMS Address
 - Enter the address that identifies your device on the network. This is the same address that other Internet users use to send SMS messages to your device.
8. Tap **OK**

To stop synchronizing with a server:

You can stop synchronizing an information type with a server, and instead synchronize it with your computer.

1. On your device tap , then **ActiveSync**.
2. Tap **Tools, Options**, then **Server** tab.
3. Under "Sync these items", deselect the check box opposite the types of information that you no longer want to synchronize with the server.
4. Tap **OK**.

SYNCHRONIZING INFORMATION

By default, ActiveSync does not enable automatic synchronization of all types of information. To select the types of information you want synchronized, on either your device or your computer, go to **Tools**, then **Options**. This section gives you an overview of the types of Outlook information you can synchronize.

SYNCHRONIZING INBOX

When you select Inbox for synchronization in ActiveSync, email messages are synchronized as part of the general synchronization process. During synchronization, the following events occur:

- Messages are copied from the Outlook Inbox folder on your computer, or from a Microsoft Exchange server, to the Inbox folder (under the ActiveSync account) on your device.
- By default, when synchronising Inbox information with your computer, you will receive only messages from the last three days and the first .5 KB of each new message. You can also choose to download file attachments.
- The messages on your device and on your computer are linked. When you delete a message on your device, it is also deleted from your computer the next time you synchronize, and vice versa.

- Messages in subfolders in other email folders in Outlook are synchronized only if the folders have been selected for synchronization in Inbox on your device.

NOTE: SMS messages are not received in Inbox through synchronization. Instead, they are sent to your device by way of your mobile service provider.

SYNCHRONIZING CALENDAR

- Calendar items created on your device are copied to your computer and/or on a Microsoft Exchange server during synchronization, and vice versa. By default, Calendar items from the last two weeks will be synchronized.
- Similarly, Calendar items that are deleted from your device are deleted from your computer and/or server during synchronization, and vice versa.

SYNCHRONIZING CONTACTS

- Contacts created on your device are copied to your computer or on a Microsoft Exchange server during synchronization, and vice versa. By default, all of your contacts will be synchronized.
- Similarly, contacts that are deleted from your device are deleted from your computer and/or server during synchronization, and vice versa.

SYNCHRONISING TASKS



- Task synchronization is, by default, automatically selected in ActiveSync.
- Tasks can only be synchronized only with your computer; they cannot be synchronized with a server.

- Tasks created on your device are copied to your computer during synchronization, and vice versa. By default, only incomplete tasks will be synchronized.
- Similarly, tasks that are deleted from your device are deleted from your computer during synchronization, and vice versa.

SYNCHRONIZING USING INFRARED

Your device is equipped with an IrDA-standard infrared port that you can use to synchronize information with your computer. Simply align the infrared port of your device with that on your computer. This method is ideal for quickly switching between multiple devices since there are no cables or adapters to change.

To synchronize information via infrared connection:

1. Perform the steps below on your computer:
 - a. Install and configure an infrared port on your computer following the manufacturer's instructions.
 - b. Once your computer's IR port is ready, open ActiveSync.
 - c. Click **File**, then **Connection Settings**.
 - d. Under the "In the Allow serial cable or infrared connection to this COM port" list, select **Infrared Port (IR)**.
2. Perform the steps below on your device:
 - a. Align the IR port  of your device with that on your computer so that they are unobstructed and within a close range.
 - b. Initiate connection by tapping , **ActiveSync**, **Tools**, then **Connect via IR**.

USING ACTIVESYNC TO EXCHANGE FILES

You can use ActiveSync to exchange information from your device your computer and vice versa. Changes you make to the information on one location will not affect the information on the other one. If you want to automatically update information on both your device and computer, synchronize the information instead.

You can copy two types of information to your device: files and Pocket Access Windows CE Store information. The procedure below only applies to copying files. Refer to the ActiveSync Help on your computer for instructions on how to copy Pocket Access Windows CE Store information.

NOTE: Files created on your computer may need to be converted by ActiveSync so that they can be viewed and edited on your device, and vice versa.

To copy files:

1. Connect your device to your computer.
2. In ActiveSync on your computer, click **Explore**.
Windows Explorer will open the Mobile Device window for your device.
3. Locate the file that you want to copy on your device or computer.
4. Do one of the following:
 - To copy the file to your device, right-click the file and click **Copy**. Place the cursor in the desired folder for your device, right-click, and click **Paste**.
 - To copy the file to your computer, right-click the file and click **Copy**. Place the cursor in the desired folder for your computer, right-click, and click **Paste**.

NOTES

CHAPTER 4

ENTERING DATA


This chapter describes how to use the different text entry methods on your device.

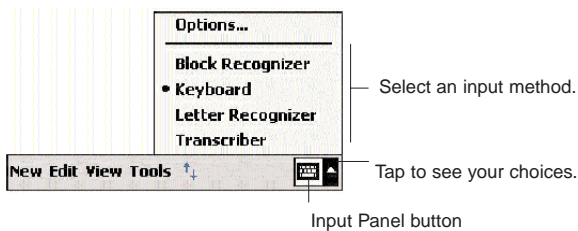
1. Using the Input Panel
2. Writing on the Screen
3. Drawing on the Screen
4. Recording a Message
5. Using My Text

USING THE INPUT PANEL

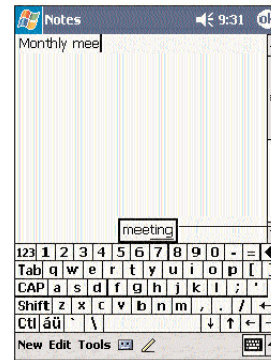
Use the input panel to enter information in any program on your device. You can either type using the soft keyboard or write using Letter Recognizer, Block Recognizer, or Transcriber. In either case, the characters appear as typed text on the screen.

To show or hide the input panel:

1. Tap the **Input Panel** button .
2. Tap the arrow next to the Input Panel button to see your choices.





When you use the input panel, your device 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 device, the more words it learns to anticipate.



To change word suggestion options:

To set word suggestion options such as the number of words suggested at one time:

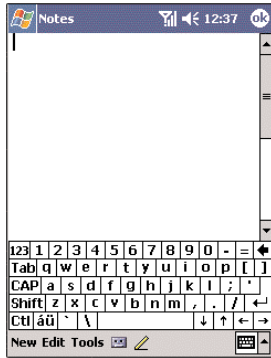
1. Tap , then **Settings**, then the **Personal** tab.
2. Tap **Input** .
3. On the **Word Completion** tab, define the word suggestion settings.
4. Tap **OK**.

USING THE SOFT KEYBOARD

The soft keyboard allows you to “type” information just like in a regular keyboard, by tapping the onscreen keys.

To use the soft keyboard:

1. Tap the arrow next to the Input Panel button, then tap **Keyboard**.
2. On the soft keyboard that is displayed, tap the keys with your stylus.



Tap the onscreen keys with your stylus.

USING LETTER RECOGNIZER

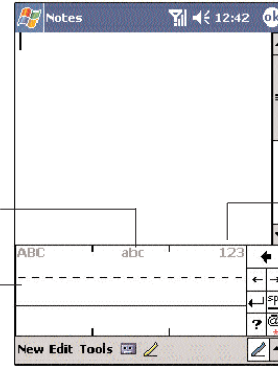
With Letter Recognizer you can write letters using the stylus just as you would on paper.

To use the Letter Recognizer:

1. Tap the arrow next to the Input Panel button, 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, with Letter Recognizer open, tap the question mark next to the writing area.



Write lower case letters here.

Write all caps letters here.

Write numbers here.

USING BLOCK RECOGNIZER

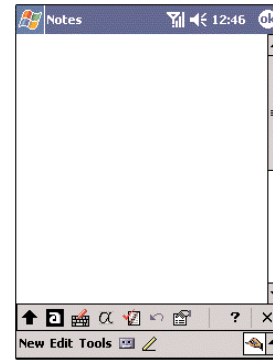
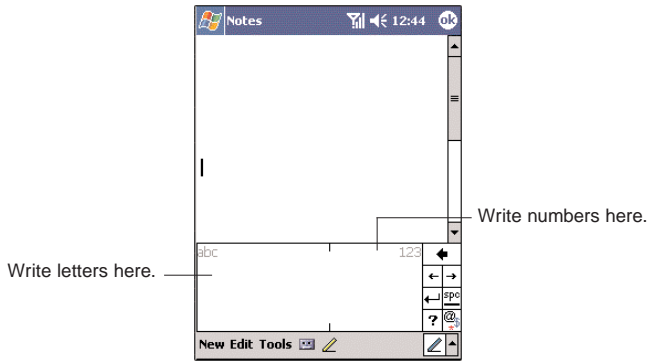
With Block Recognizer you can input character strokes using the stylus that are similar to those used on other devices.

To use the Block Recognizer:

1. Tap the arrow next to the Input Panel button, 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, with Block Recognizer open, tap the question mark next to the writing area.



Using Transcriber


Transcriber allows you to write anywhere on the screen using the stylus just as you would on paper.

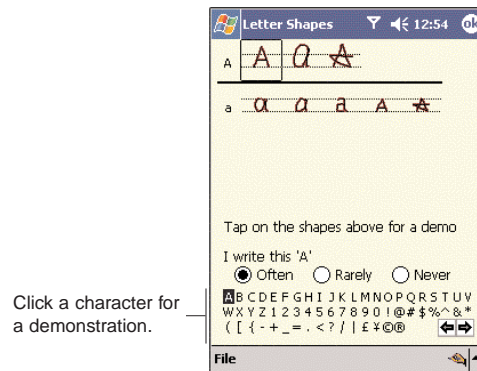
To use the Transcriber:

1. Tap the arrow next to the Input Panel button, then tap **Transcriber**.
2. Write anywhere on the screen.
Pause and let Transcriber change the written characters to typed characters.


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

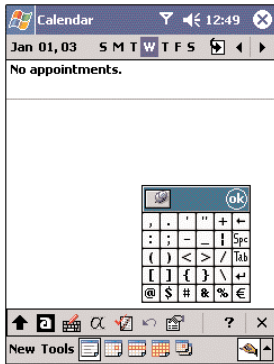
To learn how to write a letter in Transcriber:

1. Tap  on the toolbar.
2. In the screen that appears, select the letter you want to learn about, then tap one of the examples.



To punctuate in Transcriber:

1. Tap  on the toolbar.
2. Tap the punctuation mark you need.
3. Tap **OK** to hide the toolbar.



SELECTING AND EDITING TYPED TEXT


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

1. Drag the stylus across the text to select it.
2. To cut, copy, and paste typed text:
 - a. Tap and hold the selected words
 - b. Tap an editing command on the pop-up menu, or tap **Edit** on the command bar, then tap an editing command.

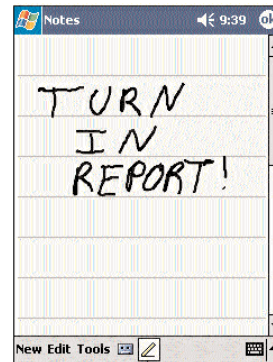
WRITING ON THE SCREEN

In any program that accepts writing, such as Notes, and in the Notes tab of 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've written and convert the information to text at a later time.

To write on the screen:

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

NOTE: Some programs that accept writing may not have the Pen button. See the documentation for that program to find out how to switch to writing mode.



Tap the Pen button to use your stylus like a pen


To select and edit written text:

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

1. Tap and hold the stylus next to the text you want to select until the insertion point appears.
2. Without lifting, drag the stylus across the text you want to select.

If you accidentally write on the screen, tap **Edit**, then **Undo**, and try again.

-or-

Tap the **Pen** button  to deselect it and then drag the stylus across the screen.

3. You cut, copy, and paste written text in the same way you work with typed text:

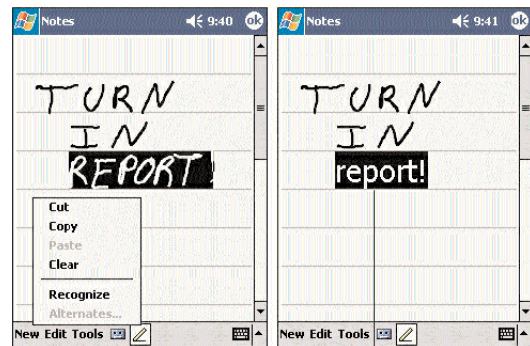
- a. Tap and hold the selected words.
- b. Tap an editing command on the pop-up menu, or tap **Edit** on the command bar, then tap an editing command.



To convert writing to text:

- Tap **Tools**, then **Recognize**.

If you want to convert only certain words, select them before tapping Recognize on the Tools menu (or tap and hold the selected words and then tap **Recognize** on the pop-up menu). If a word is not recognized, it is left as writing.

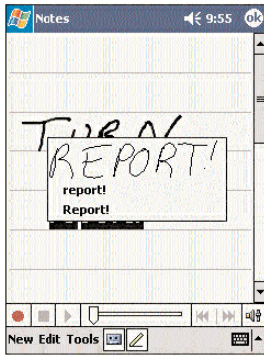


Select the text you want to convert and tap **Recognize** on the pop-up menu.

The writing is turned into text.

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

1. Tap and hold the incorrect word (tap one word at a time).
2. In the pop-up menu, tap **Alternates**.
A menu with a list of alternate words appears.
3. Do either of the following:
 - Tap the word you want to use.
 - Tap the writing at the top of the menu to return to the original writing.



CONVERSION REMINDERS

- Hyphenated and foreign words that use special characters such as accents and some punctuation cannot be converted.
- If you add writing to a word to change it (such as changing a "3" to an "8") after you attempt to recognize the word, the writing you add will not be included if you attempt to recognize the writing again.

TIPS FOR GETTING GOOD RECOGNITION

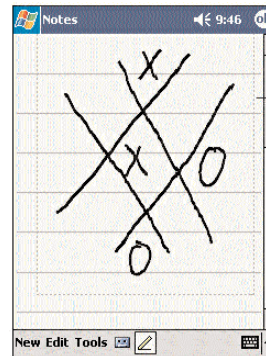
- Write neatly.
- Write on the lines. Write the cross of the "t" and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the Tools menu.
- Write the letters of a word closely and leave big gaps between words so that your device can easily tell where words begin and end.

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.

To create a drawing:

1. 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.




The drawing box indicates the boundaries of the drawing

You may want to change the zoom level so that it is easier to work on or view your drawing. Tap **Tools** and then select a zoom level.

To select a drawing:


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

- Tap and hold the stylus on the drawing until the selection handle appears.
- To select multiple drawings, deselect the **Pen** button  and then drag to select the drawings you want.

To edit a drawing:

1. Tap and hold the selected drawing.
2. Tap an editing command on the pop-up menu, or tap **Edit** on the command bar, then tap an editing command.

To resize a drawing:



1. Make sure the **Pen** button  is not selected.
2. Drag a selection handle until the desired size is attained.

RECORDING A MESSAGE


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

- In Calendar, Tasks, and Contacts, you can include a recording in an item.
- In Notes, you can either create a stand-alone recording or include a recording in a written note.
- In Phone, you can create a note during an active call.
- In Inbox, you can add a recording to an email message.

To create a recording in Notes:

1. Tap , then **Notes** .

If you want to include the recording in a note, open the note first.

2. Tap  on the command bar.
3. Position your device's built-in microphone near your mouth or other source of sound.

You can also use the microphone built-in the headset stereo/earphone microphone bundled with your device to create a recording.

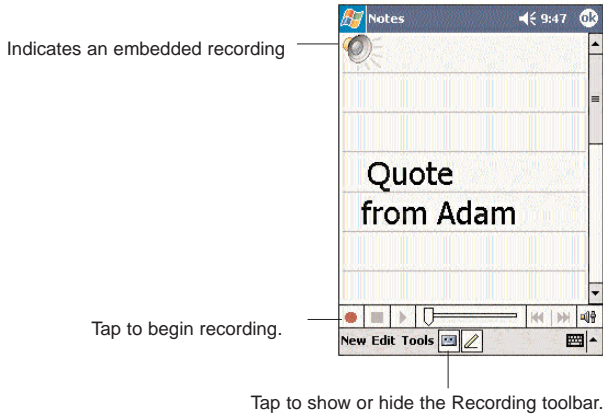
4. On the Recording toolbar, tap .

5. Tap  to stop recording.

The new recording appears in the note list or as an embedded icon.

To play a recording:

- Tap it in the list or tap its icon in the note.

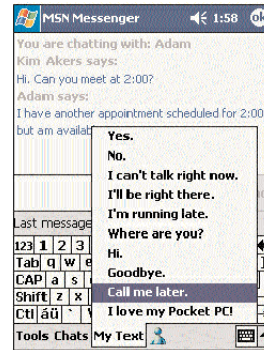


USING MY TEXT

When using Inbox or MSN Messenger, use My Text to quickly insert preset messages into the text entry area.

To insert a My Text message:

1. Tap **My Text** on the screen's command bar.
2. Tap a message.
3. Tap **OK**.



You can add text after inserting a My Text message before sending it.

To edit a My Text message:

1. In the Tools menu, tap **Edit** and then tap **Edit My Text Messages**.
2. Select the message you wish to edit and make the desired changes.

NOTES

CHAPTER 5

USING THE PHONE FUNCTION

The phone function of your PPC4100 Pocket PC boasts of standard cell phone features—such as mailbox and SMS—as well as several handy call features including Speed Dial, Caller ID, Conference Call, Call Waiting, Call Barring, Call History, speakerphone mode, note taking, voice mail, and emergency number setting.

The Phone program is integrated with both Microsoft Contacts and Inbox. This means you can make a call and send email/SMS messages from any of these three programs. This fully integrated functionality of Phone also makes sharing contact information between programs an easier task.

This chapter shows you how to install a SIM card on your device. It also describes basic phone operations and features, as well as ways of customizing the phone function based on your preferences.




1. Phone Setup
2. Dialer Screen
3. Phone Operation
4. Making Phone Calls
5. Phone Features
6. Phone Preferences

PHONE SETUP

INSTALLING THE SIM CARD

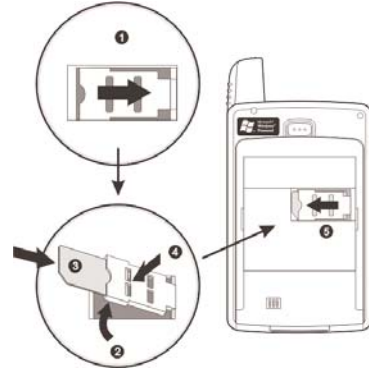
If you wish to use the Phone application, you need to first install a valid SIM (Subscriber Identity Module) card. A SIM card is a small printed circuit board that must be installed when signing on as a subscriber in a GSM-based mobile phone like your PPC4100. It contains subscriber details, security information and memory for a personal directory of numbers. An AT&T SIM card is included in your PPC4100 giftbox.

To install the SIM card:

1. If the device is switched on:
 - (1) Press and hold the **End** button  on your device until  appears in the navigation bar.
 - (2) Press the **Power** button  to turn off the device.
 - (3) Wait five (5) seconds to allow the device to completely enter sleep mode.
2. Remove the battery pack. See page 14 for instructions.
3. Perform the following steps with the open rear panel facing you:
 - (1) Slide the SIM card holder to the right.
 - (2) Lift the holder halfway from the recess area.
 - (3) Insert the SIM card into SIM card holder.

Note the proper position of the SIM card—the card connector (i.e., gold area) should be facing downward with the bevelled corner fitting the lower-left corner of the recess area.

- (4) Press the SIM card holder down.
- (5) Slide the SIM card holder to the left to lock it into place.



4. Reinstall the battery pack. See page 14 for instructions.



The default settings for your device are programmed on the assumption that you'll be using the phone function so once you've properly installed a SIM card (and in some cases, entered a PIN), you can then proceed to establishing a connection to your mobile service provider's network.

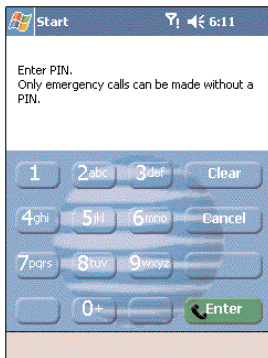
NOTE: If you're not going to install a SIM card on your device, keep the Phone application closed to minimize power consumption.

ENTERING YOUR PIN

After you have installed the SIM card you'll be able to activate your mobile service connection. In most cases, SIM cards are preset with a PIN (Personal Identity Number), provided by your mobile service provider, which you need to enter to establish mobile service connection.

To enter your PIN:

1. Tap , then **Phone** .
2. On the Dialer screen, enter the preset PIN from your mobile phone service provider.






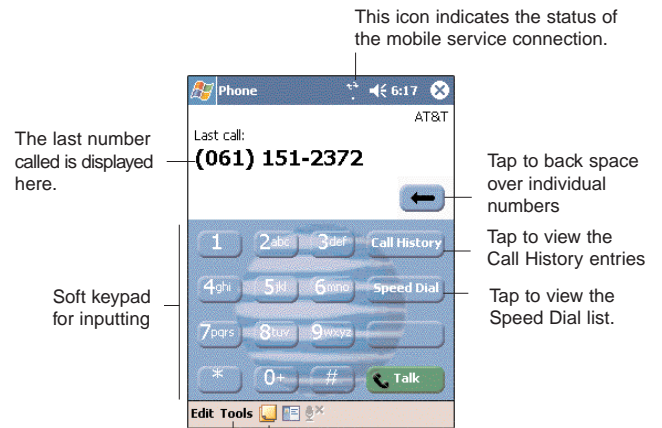
3. Tap .

If you consecutively enter a wrong PIN for three times, the SIM card will be blocked. If that happens, you can unblock it with the PIN Unblocking Key also provided by your mobile phone service provider.

DIALER SCREEN

Launching the Phone application opens the Dialer screen. To do this you can do either of the following:




- Tap , then **Phone** .
- On your device's front panel, press the **Send** button .



Tap **Tools**, then **Options** to view phone settings. Tap to create a call note.

DIALER BUTTONS

The list below shows the actions of the Dialer screen buttons.

<u>BUTTON</u>	<u>ACTION</u>
	Tap to erase the number you entered.
	Tap to see all received, made, and missed calls.
	Tap to view the Speed Dial list.

BUTTON

ACTION



Tap to call the displayed number.



Tap to end a call.



Tap during a call to create a note for that particular call.

Phone Status Icons

The list below shows the Phone-related status icons.

ICON	NAME	DESCRIPTION
	Network search	Indicates that the device is attempting to establish mobile service connection.
	No network	Indicates that the device is not able to establish mobile service connection.
	Phone off	Tap to display the Connectivity callout.
	In network service	Tap to turn off the phone function.
	Signal status	The number of bars indicates the strength of the connection signal. As the strength of the signal diminishes, so will the number of bars in the icon, with no bars indicating no signal.
	Active call	Notifies you that a call is being made or there is an incoming call.
	Speakerphone	Indicates speakerphone mode is enabled.
	Missed call	Tap to view missed calls.
	Unread email	Tap to view unread SMS or email message(s).

PHONE OPERATION

TURNING THE PHONE FUNCTION ON AND OFF

If you have turned the phone function off, removed and then reinstalled the SIM card, the connection to your mobile service provider's network is not automatically enabled. You have the option to just use the device's PDA features or you can reestablish the mobile service connection.

IMPORTANT: In many countries it is required by law to turn off cell phones when boarding commercial flights. Turning off your PPC4100 does not turn off the device's phone function; you must disconnect the mobile service connection by enabling flight mode.

To turn on the phone function:

- Press and hold the **End** button on your device until appears.
- or -

Tap on the navigation bar, then from the Connectivity callout, tap **Turn off flight mode**.

This icon will change indicating your device is getting ready to search for a mobile connection. This may take a few seconds. During connection, the icon changes to then to once a mobile connection is established.

To turn off the phone function:

- Press and hold the **End** button on your device until appears in the navigation bar.

- or -

Tap  on the navigation bar, then from the Connectivity callout, tap **Turn on flight mode**.


ERASING NUMBER INPUT

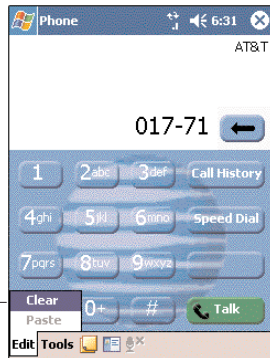
If you entered a wrong phone number when dialing, you can either backspace to erase individual digits or you can delete the entire phone number

- Tap  to backspace over digits.




Tap to backspace and erase individual numbers.

- From the command bar, tap **Edit**, then **Clear** or tap and hold .




Tap to delete the entire phone number entry.

ANSWERING A CALL


- Tap **Answer** or press the **Send** button .

REJECTING A CALL

- Tap **Ignore** or press the **End** button .

Depending on your mobile service subscription, either a busy tone will be sent out, or the call will be forwarded to your voice mailbox.

ENDING A CALL


- Tap  or press the **End** button .

ADJUSTING THE PHONE VOLUME

To adjust the phone volume, you must do it during a call. If you adjust the volume at another time it will only affect the level of the system sounds (i.e., ring and notification alerts, .wmv/MP3 playback).





To adjust the phone conversation volume:

1. Tap  on the navigation bar or press the volume rocker key down to bring up the In Call callout.
2. Drag the slider to adjust the phone volume.

USING THE SPEAKERPHONE



Your device is not designed for held-at-ear use and should never be used against the ear. To attend to phone calls, activate the speakerphone mode or attach the earphone microphone. Your device's speakerphone function allows you to talk hands-free and/or let other people listen to the caller.

To enable speakerphone mode:

- Press and hold the **Send** button  until the speakerphone turns on as indicated by the appearance of the Speakerphone icon  on the navigation bar.




To disable speakerphone mode:

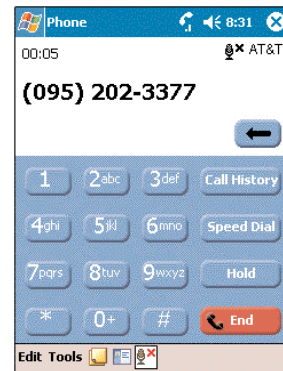
- Press and hold the **Send** button  again until the Speakerphone icon  disappears from the navigation bar.


MUTING A CALL

During a call you can mute the microphone so that the person with whom you are speaking cannot hear you, but you can still hear him or her. This is useful if, 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:

- During a call, tap  to toggle the mute function on and off.





The mute icon  is displayed on the Dialer screen's entry area to indicate that the mute function is enabled.



MAKING PHONE CALLS

The integrated nature of your device's phone function lets you make calls in a variety of ways across different applications. You can make a call by:

- Manually entering a phone number using the Dialer keypad.
- Accessing numbers using Speed Dial, Call History, Microsoft Contacts or SIM Manager.

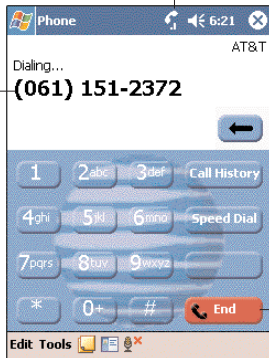
Once a call has been initiated this icon  changes to  indicating an active call.

MAKING A CALL USING DIALER

1. On the Dialer keypad, tap the phone number you want to call.
2. Tap  or press the **Send** button .

This icon indicates a call is being made and the strength of the signal.



The number being called is displayed here.




Tap to terminate the call.

MAKING A CALL USING MICROSOFT CONTACTS

There are several ways to make a call in Contacts. In this section, only the method using the hardware buttons will be described. For instructions on other methods, go to page ____.

1. Tap , then **Contacts** .
- Contacts will open to the contact list.
2. Rotate the jog dial up/down to scroll through the contact list and select the contact you want to call.



3. Press the **Send** button  twice—once to launch Phone and another to make the call. The call will be made to that contact's priority number.

MAKING A CALL USING SPEED DIAL

Speed Dial is a list you create for numbers you call regularly. Only numbers stored in Microsoft Contacts can be added to this list.

To make a call using Speed Dial:

You can make a call in two ways:


- By memorizing the position in the Speed Dial list of a number, you can dial the number by entering its location number.

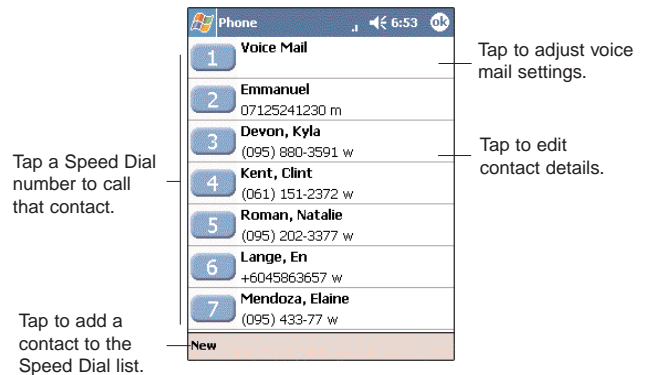


In the picture above, Kyla Devon is at position 3. To dial her number, tap and hold 3 on the Dialer keypad until you hear a beep.

If a number holds a position of 10 or higher tap the first number, and then tap and hold the second to dial. For instance, to call the number in position 12, tap 1 then tap and hold 2.

- Alternatively, if you don't remember the position of a number in the Speed Dial list follow the steps below:

1. Tap **Speed Dial** or rotate down the jog dial.
2. On the Speed Dial window, use the jog dial to go through the list to find the number you want to call.
3. Once the number is selected, you can either press the jog dial or the **Send** button  to initiate the call.



MAKING A CALL USING CALL HISTORY

Call History is a record of all incoming, outgoing, and missed calls.

To make a call using Call History:

1. Tap **Call History** or rotate the jog dial up.
2. Find the number you want to call. You can select a call category—All Calls, Missed, Outgoing, Incoming, and By Caller—by tapping the pick list in the top-left corner of the screen.