



WORKABOUT PRO4 HAND-HELD COMPUTER

(Windows Embedded Hand-Held 6.5)

USER GUIDE

WORKABOUT PRO4 HAND-HELD COMPUTER USER GUIDE

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Revision History

Changes to the original guide are listed below:

Change	Date	Description
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About This Manual

This user manual describes how to configure, operate, and maintain the Workabout Pro4 Hand-Held Computer.

Chapter : About This Guide

provides a basic overview of the Workabout Pro4 Hand-Held.

Chapter 1: Basic Operation

describes the steps required to get the Workabout Pro4 ready for operation.

Chapter 2: Getting to Know Your Workabout Pro4

describes Workabout Pro4 features, including how to charge and maintain the battery, the keyboard features, the display, etc. This chapter also describes how to navigate the Microsoft® Windows® Embedded Hand-Held 6.5 *Today* screen, how to transfer data between the Workabout Pro4 and a PC and how to manage files and folders.

Chapter 3: Programs

provides a description of the Microsoft® Windows® Embedded Hand-Held 6.5 *Programs* applets and how to use them.

Chapter 4: Settings

provides details about Microsoft® Windows® Embedded Hand-Held *Settings* applets and how to use them.

Chapter 5: Peripheral Devices & Accessories

describes the peripherals and accessories available for your Workabout Pro4 computer.

Appendix A: Port Pinouts

describes pinouts for the Workabout Pro4 docking connector, snap module connectors, and battery contacts.

Appendix B: Workabout Pro4 Specifications

lists the specifications for your Workabout Pro4 computer, radios, and battery.

Appendix C: Wireless Zero Config Settings

outlines how to launch and use Wireless Zero Config to configure the radio.

Text Conventions



NOTE Notes highlight additional helpful information.



IMPORTANT

These statements provide particularly important instructions or additional information that is critical to the operation of the equipment.

**WARNING**

These statements provide critical information that may prevent physical injury, equipment damage or data loss.

Overview of the Workabout Pro4 Hand-Held Computer

The Workabout Pro4 is a modular, industrial hand-held computer. A variety of options are available to suit applications in courier/delivery, field service, meter reading, asset management, warehousing and logistics, manufacturing and other specialized data capture applications.



NOTE The Workabout Pro4 Hand-Held Computer is a body-worn device. To maintain compliance with the FCC RF exposure guidelines, use a Motorola approved carrying case. Use of non-approved accessories may violate FCC RF exposure guidelines.



NOTE For product specifications, refer to [Appendix B: "Workabout Pro4 Specifications"](#)

Model Number

- 7528X

Platform (standard)

- Texas Instruments® OMAP3® Processor 1 GHz
- RAM: 512 MB
- Flash ROM: 4 GB

Operating System

- Microsoft Windows® Embedded Hand-Held 6.5

Bundled Applications

- Internet Explorer® 6 Mobile
- Windows® Mobile Device Center
- Wordpad®, ActiveSync®
- ActiveSync®
- Microsoft® Office (*Windows Hand-Held Embedded 6.5 only*)

Terminal Emulations

- TekTerm Terminal Emulation
- Stay-Linked Terminal Emulation
- Naurtech Browser
- Naurtech Terminal Emulation
- Wavelink Terminal Emulation

Device Management and Utilities

- HomeVU
- MobiControl

- Total Recall, TweakIt, Dr. Debug

Wireless Data and Voice Communications

- *Bluetooth®* - Integrated *Bluetooth®* V2.1 + EDR (standard)
- WLAN - XWing2 802.11a/b/g/n WiFi (standard). Optional diversity antenna module available.
- GPS - Optional GPS module (supports SBAS)



NOTE 802.11a/b/g/n and **Bluetooth** are available simultaneously.

User Interface

- Display
 - Transflective colour/touch display 9.4 cm (3.7 in) VGA/QVGA (640 x 480) Transflective Colour/touch display
 - Sunlight visibility with 165 cd/m² brightness
- Keyboards
 - Alphanumeric (7528 Long)
 - High reliability keypad with ultra-white backlight
- Voice & Audio
 - Walkie-talkie style Push-to-Talk – *VoIP over WiFi*
In the Americas, the Workabout Pro4 is not approved to be used with any VoIP application using Wide Area Network (WAN) or Wireless Local Area Network (WLAN).
 - Standard integrated microphone and receiver.
 - Standard high volume 86dBA beeper (95dBA beeper with extended ranger laser).
 - Optional speech module, certified with Vocollect and Wavelink Speakeasy clients.

Power Management

- 4400 mAh high-capacity Lithium-ion battery – Model No. WA3010
- Super capacitor power backup

CHAPTER 1 BASIC OPERATION

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Workabout Pro4 Features

Figure 1-1 Front View of the Workabout Pro4 7528 Long with Alphanumeric Keyboard



Workabout Pro4 Modules Available

To see a current list of Workabout Pro4 accessories and modules, go to the website at: (need website)

<http://www.pSION.com/us/products/handheld.htm>.

Documents Available

To see a current list of documents and download what you need, go to the Knowledge Base on the Psion Ingenuity Working community website:

<http://community.pSION.com/knowledge/w/knowledgebase/product-manuals.aspx>

Preparing the Workabout Pro4 for Operation

The Battery

The Workabout Pro4 can be powered by the following Lithium-ion battery pack:

- High-capacity 4400 mAh – WA3010



IMPORTANT

Before charging the battery, it is critical that you review the battery safety guidelines in the Workabout Pro4 Hand-Held Computer Regulatory & Warranty Guide (PN 8000296).

Battery packs shipped from the factory are charged to approximately 40% and must be fully charged prior to use. Batteries can be charged using a variety of chargers and docking stations. For detailed information, see [“Battery Details” on page 2-3](#).

Replacing the Battery Pack



IMPORTANT

Always switch the unit off before changing the battery (see [“Switching the Workabout Pro4 On and Off” on page 1-4](#)). However, assuming the default power saving parameters and battery reserve level have not been altered, battery swap time is a minimum of minutes — you will not lose data if the battery is replaced within this time frame.



NOTE If you are using a docking station or an external power supply, you can insert an uncharged battery and use the device while the battery charges.

Assuming the default power saving parameters and battery reserve level have not been altered, a battery can be removed for up to 4 minutes without losing data. Beyond 4 minutes, the hand-held may reboot.

Removing the Battery Pack

- If your unit is equipped with a hand strap, unhook it from the base of the battery.
- Turn the latches at the bottom of the battery to unlock the battery cover. Remove the battery.

Installing the Battery Pack

- Insert the charged battery into the unit making certain that the contacts on the battery match those on the hand-held. Replace the battery cover and lock both latches to secure the battery in place.
- If your computer is equipped with a hand strap, re-attach the clip to the slot at the base of the battery.
- Switch the unit on (see [“Switching the Workabout Pro4 On and Off” on page 1-4](#)).

Switching the Workabout Pro4 On and Off

Follow the instructions below for your Workabout Pro4.

Switching the Workabout Pro4 On

- Press and hold the **[Power]** button down for at least one second.

When the unit is turned off, normally it automatically enters a power-saving, “suspend” state. When the Workabout Pro4 is switched on from the suspend state, operation resumes within a few seconds in the screen in which you were working prior to turning the computer off.



IMPORTANT

If your Workabout Pro4 fails to power up, consider the following troubleshooting options:

The battery may be overheated (>60C°), a non-Motorola battery may be installed, or the battery may have fallen below the configured Suspend Threshold. See [“Suspend Threshold and Estimated Battery Backup” on page 4-10](#) for details.

To switch on the hand-held, you will need to replace the overheated battery.

However, if you supply AC power to the Workabout Pro4 with a battery that falls below the configured Suspend Threshold, the unit will switch on.

Switching the Workabout Pro4 Off

- To switch off the Workabout Pro4, press the **[Power]** button. The Workabout Pro4 will automatically enter the *Suspend* state.



IMPORTANT

Turning off the hand-held does not result in a complete shutdown; rather, the unit enters a power-saving, “suspend” state. When the Workabout Pro4 is turned on from suspend state, operation resumes within a few seconds.

To shut down the unit, press and hold down the [Power] button until the *Power Option* screen is displayed where you can choose the **Power off** option.

Resetting the Workabout Pro4

To perform a variety of Workabout Pro4 resets, you can use the keyboard shortcuts described below.

Performing a Warm Reset

During a *warm reset*, running programs are halted. The contents of the file system, Application directory (Flash Disk), and the registry are preserved. Keep in mind, however, that RAM content is *not* preserved.

- Press and hold down the **[FN/BLUE]** key and the **[Power]** button simultaneously for a minimum of four seconds.

The Motorola splash screen appears, and the unit resets.



NOTE You do not need to reset your unit after configuring the radio.

Performing a Cold Reset

A *cold reset* reinitializes all hardware. All RAM including the RAM disk is erased. Non-volatile storage such as the Application directory (Flash disk) is preserved, as is the file system.

To execute a cold reset:

- Press and hold down the **[FN/ORANGE]** key, the **[FN/BLUE]** key, and the **[Power]** button, simultaneously for a minimum of four seconds.

Performing a Clean Start

A *clean start* returns the Workabout Pro4 to factory settings, flushes the registry keys and deletes volatile storage.

- Press and hold down the **[FN/BLUE]** key, the **[Power]** button and the **[SCAN]** key simultaneously for a minimum of six seconds.

The Workabout Pro4 displays the Boot to BooSt menu.

- On an *alpha keyboard*, type **.clean**.
- On a *numeric keyboard*, type **.25326**.

Boot to BooSt

If you choose Boot to BooSt, the BooSt menu is loaded.

- Press and hold down the **[FN/BLUE]** key, **[Power]** button and **[SCAN]** key for a minimum of four seconds.
- Press **[1]** to launch the OS.

Calibrating the Touchscreen

The Workabout Pro4 touchscreen feature is factory-calibrated and ready-to-go; however, over time the touchscreen's operating parameters may change, and it may need to be recalibrated for correct operation. Refer to ["Calibrating the Touchscreen" on page 2-11](#) for details.

Connectivity

For information on connecting the Workabout Pro4 to a PC, refer to ["Data Transfer Between Workabout Pro4 and a PC" on page 2-27](#).

The Workabout Pro4 contains an 802.11a/b/g/n radio module. The *Fusion Wireless Companion* software contains applications to create wireless profiles. To configure the radio, follow the steps outlined under the heading ["Fusion Wireless Companion - Setting Up the XWing2 802.11a/b/g/n Radio" on page 4-31](#).

To configure your *Bluetooth* settings, go to ["Bluetooth Setup" on page 4-14](#).

If you have a GPS (Global Positioning System) module, you can choose from a set of GPS profiles built into the modem and set up AGPS (Assisted Global Positioning System). See ["GPS \(Global Positioning System\)" on page 4-50](#).

Data Transfer

Data transfer options vary slightly depending on the type of operating system installed in your PC. Various options exist depending on whether you are using Windows XP or earlier, Windows Vista[®] or Windows 7. For connection details, refer to ["Data Transfer Between Workabout Pro4 and a PC" on page 2-27](#).

Phone Communication

If the Cinterion PHS8-P HSPA+ radio modem is installed and enabled, the *Phone icon* and the *GSM signal strength icon* will appear when you tap on the navigation bar at the top of the screen. The keyboards are equipped with [Talk] and [End] phone keys. For details about using the phone options, refer to ["The Phone" on page 3-4](#).

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Operating System

- Microsoft® Windows® Embedded Hand-Held 6.5

Battery Details

Workabout Pro4 Hand-Held Computer is available with the following Lithium-ion battery pack option:

- 4400 mAh high-capacity battery – Model Number WA3010
- Super capacitor power backup

Review the following sections for detailed battery information:

- Installation: [“Preparing the Workabout Pro4 for Operation” on page 1-3.](#)
- Power settings: [“Power” on page 4-8.](#)
- Chargers and docking stations: [Chapter 5: “Peripheral Devices & Accessories”.](#)
- Specifications: [“Battery Specifications” on page B-5.](#)
- Contact pinout: [“Battery Contact Pinout – WA3010” on page A-4.](#)

Battery Safety



IMPORTANT

Before attempting to install, use, or charge the battery pack, it is critical that you review and follow the important safety guidelines in the quick reference guide entitled Workabout Pro4 Hand-Held Computer Regulatory & Warranty Guide, PN 8000296

Battery Swap Time

Assuming the default power saving parameters and battery reserve level have not been altered, battery swap time is a minimum of 4 minutes — you will not lose data if the battery is replaced within this time frame.

To protect data, the safest place to store data is on a microSD memory card or externally on a USB memory stick or on a PC. You can also save data in the “Application” (Flash Disk) partition of the file system.

Refer to [“Suspend Threshold and Estimated Battery Backup” on page 4-10](#) for details about reserving battery power for data backup purposes.

The *Suspend Threshold* adjustment in the *Power Properties* tab allows you to determine the battery capacity at which the Workabout Pro4 will be shut down. If left at the default value, *Maximum Operating Time*, the unit will run until the battery is completely empty; the RAM is only backed up for a short period of time. If you choose *Maximum Backup Time*, the Workabout Pro4 shuts off with more energy left in the battery so RAM can be backed up for a longer period of time.

**IMPORTANT**

If your Workabout Pro4 fails to power up, consider the following troubleshooting options:

The battery may be overheated (>60C°), a non-Motorola battery may be installed, or the battery may have fallen below the configured Suspend Threshold. See [“Suspend Threshold and Estimated Battery Backup”](#) on page 4-10 for details.

To switch on the hand-held, you will need to replace the overheated battery.

However, if you supply AC power to the Workabout Pro4 with a battery that falls below the configured Suspend Threshold, the unit will switch on.

Charging the Battery**IMPORTANT**

**RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE.
DISPOSE OF USED BATTERIES ACCORDING TO INSTRUCTIONS.**

Batteries shipped from the factory are charged to approximately 40% of capacity. Lithium-ion battery packs must be fully charged before use. These batteries can be charged with a variety of chargers and docking stations. For detailed information about these accessories, please see [Chapter 5: “Peripheral Devices & Accessories”](#).

Normally it takes 3 to 4 hours to charge a battery.

% Charge Completed	During Sleep Mode	While Operating
100%	4 hrs.	8 hrs.
75%	2 hrs.	6 hrs.

**IMPORTANT**

To avoid damaging the battery, chargers will not begin the charge process until the battery temperature is between 0°C to 45°C (32°F to 113°F).

The Keyboard

Workabout Pro4 Variant	Keyboard Type Available
Workabout Pro4 Long	Alphanumeric only

This hand-held is equipped with a [Power] button in the lower left corner of the keyboard.

The [FN/BLUE] modifier key provides access to additional keys and system functions. These functions are colour coded in blue print above the keyboard keys.



NOTE Almost all keys can be reprogrammed to suit your requirements.

The [Power] Button

The [Power] button in the lower left corner of the keyboard switches the unit on and off.

Standard Keys

The [ENTER] Key

The [ENTER] key is used to execute the usual Enter keyboard functions.

The [SHIFT] Key

The [SHIFT] key is used to display uppercase alpha characters and to provide access to other symbols and functions on the numeric keyboards. Press the [SHIFT] key to turn the shift state 'on' (it will be represented in the shift-state indicator in the navigation bar at the top of the screen), then press another key to access the shifted function of that key.

Press the [SHIFT] key twice to lock the shift state on (the shift-state will be outlined in a black frame to indicate it is locked 'on'). It is now in CAPS LOCK mode. Press [SHIFT] again to turn the shift state off.

The Arrow Keys

The [Arrow] keys are located near the top of the keyboard, and are represented on the keyboard as triangles pointing in different directions. The [Arrow] keys move the cursor around the screen in the direction of the arrow: up, down, left and right. The left arrow key should not be confused with the [BACKSPACE] key which is depicted as a left arrow. The cursor is the flashing box or underline character that indicates where the next character you type will appear.

The [BACKSPACE/DEL] Key

The [BACKSPACE] key (represented on the keyboard as an arrow pointing left) moves the cursor one character to the left, erasing the previous key stroke.

The [DEL] key ([FN] +[BACKSPACE]) erases the character at the current cursor position.

The [CTRL] and [ALT] Key

The [CTRL] and [ALT] keys modify the function of the next key pressed and are application dependent. Pressing either key twice locks it 'on'. Pressing the key once again unlocks it.

The [TAB] Key

Typically, the [TAB] key moves the cursor to the next field to the right or downward.

The [ESC] Key

Generally, this key is used as a keyboard shortcut to close the current menu, dialog box, or activity.

The [SPACE] Key

The [SPACE] key is represented on the keyboard by a long, horizontal line bracketed by a small vertical line on each side. Pressing this key inserts a blank space between characters. In a Windows dialog box, pressing the [SPACE] key enables or disables a checkbox.

The [SCAN] Key

The Workabout Pro4 is equipped with a single [SCAN] key at the top of the keyboard and two [SCAN] buttons located on the left and right sides of the unit. [SCAN] keys activate the scanner beam. For units that do not have internal scanners, these keys can be remapped to serve other functions.

Volume Control – [UP ARROW] [DOWN ARROW]

The volume keys are located above the [UP ARROW] and [DOWN ARROW] and are labelled with blue icons - the [UP ARROW] is labelled with a plus (+) symbol indicating volume increase while the [DOWN ARROW] is labelled with a minus (-) symbol indicating volume decrease.

To increase the volume, press the [FN/BLUE] key followed by the [UP ARROW] key. To decrease the volume, press [FN/BLUE] followed by the [DOWN ARROW] key.

Modifier Keys

The [SHIFT], [CTRL], [ALT], [FN/BLUE] and [FN/ORANGE] keys are modifier keys. Pressing a modifier key changes the function of the next key pressed. For example, on a Workabout Pro4 Qwerty keyboard, a bracket is printed in orange print above the [U] key. Pressing the [FN/ORANGE] key followed by the [U] key displays a bracket rather than the letter U.

The [SHIFT], [CTRL] and [ALT] keys operate much like a desktop keyboard except that they are not chorded (two keys held down simultaneously). The modifier key must be pressed first followed by the key whose function you want modified.

Activating Modifier Keys

When a modifier key is pressed, it is represented in the shift-state indicator icon in the navigation bar at the top of the screen, making it easier to determine whether or not a modifier key is active. For example, when the [FN/BLUE] key is pressed, it is represented in blue in the shift-state indicator icon at the top of the screen.

Figure 2-1 Shift-State Indicator Icon

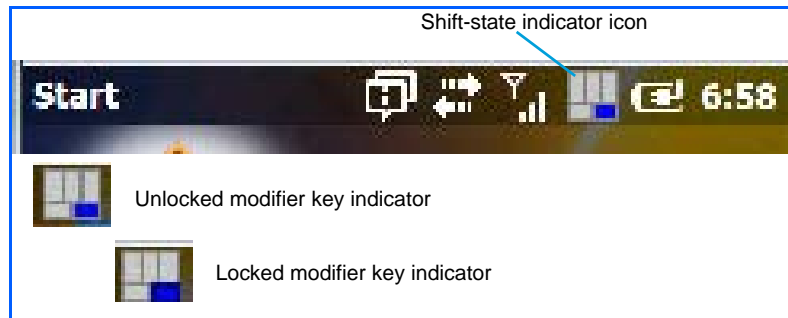


Locking Modifier Keys

When a modifier key is locked 'on', it will remain active until it is pressed again to unlock or turn it off.

To help you identify when a modifier key is locked 'on', the key is represented in the shift-state indicator icon with a *black* frame around it.

Figure 2-2 Shift-State Indicator Icon – Locked/Unlocked Modifier Key



Once a modifier key is unlocked or turned off, it is no longer displayed in the shift-state indicator icon.



NOTE The locking function of the modifier keys can be changed so that pressing a modifier key **once** will lock it 'on'.

If you disable the 'One Shot' function of the key, pressing it once will lock the key 'on'. Pressing the same key a second time will unlock or turn it 'off'. Refer to "OneShots" on page 4-39 for details.

Function Keys and Macro Keys

In addition to the standard keyboard functions, the Workabout Pro4 supports Function keys and Macro keys (Macro keys are only available on Workabout Pro4 Long units).

All function keys and macro keys can be custom defined for each application. The Tekterm application utilizes these keys (for detailed information, see the *Tekterm Software User Manual*, PN 8000073).

Function Keys

Function keys perform special, custom-defined functions within an application. These keys are accessed by pressing one of the dedicated function keys on the keyboard, or through the appropriate [SHIFT] or [FN] key sequence, depending on the keyboard variant being used.

All Workabout Pro4 keyboards are equipped with a total of 14 function keys. Function keys [F1] to [F4] located near the top of the keyboard are directly accessible – a key combination is not required. Ten additional function keys from [F1] to [F10] are colour coded in blue print on the unit body; these keys are accessed by executing a key combination, [FN/BLUE] followed by the appropriate key.

For example, to access [F6] on a QWERTY keyboard:

- Press the [FN/BLUE] key followed by the [F] alpha key – the alpha key to which function key [F6] is mapped.

Macro Keys (Workabout Pro4 Long only)



IMPORTANT

Refer to “[Macro Keys](#)” on page 4-40 for details about creating macros.

Workabout Pro4 Long units are equipped with 10 Macro keys. Macro keys can be programmed to replace frequently used keystrokes, along with the function of executable keys like the [ENTER] key, the [BACK-SPACE] key, any function key and arrow key, etc.

Alphanumeric keyboards have ten macro keys: [M1] to [M10]. These keys are colour coded in orange print above the numeric keys.

To access a macro key:

- Press the **[FN/ORANGE]** key followed by the appropriate numeric key from [1] to [0].
- To access macro key [M1], press **[FN/ORANGE] [1]**.
- To access macro key [M2], press **[FN/ORANGE] [2]**, and so on.

Whether your keyboard does or does not have macro keys physically stamped on the keyboard, up to 15 macro functions can be added using the *Scancode Remapping* function. Refer to “[Scancode Remapping](#)” on page 4-42 for details about mapping keys.

Numeric Keyboards — Accessing Alpha Keys

On Numeric Workabout Pro4 keyboards, all alphabetic characters are printed on the unit plastic in blue type-face above the keys. Alpha characters are accessed by pressing the [FN] modifier key, then pressing another key on the keyboard.

Alpha Modified Numeric 789 keyboards have each blue alphabetic character assigned as a single [FN]-shifted character on individual keys.

Numeric 123 keyboards have telephone-style alphabetic keys, with the blue alphabetic characters located in groups of 3 or 4 above each of the numeric keys. To access characters on these keyboards, a few extra steps are needed, as described below.

Choosing a Single Alpha Character



NOTE The following examples assume that the [FN/ORANGE] key is enabled as ‘Lock’ mode in the ‘One Shot’ screen (accessed by choosing Start>Settings>Personal>Buttons icon). In ‘Lock’ mode, pressing the [FN/ORANGE] key once locks it ‘on’. Refer to “[OneShot/Lock](#)” on page 4-39 for details.

The examples below illustrate how to access A, B and C, all of which are printed in blue characters above the numeric key [2] on a 36-Key Long Numeric 123 keyboard.




IMPORTANT

The letters you choose appear in the shift-indicator icon at the top of the screen, providing a visual indicator of which letter will be displayed on the screen.

To choose the letter ‘a’:

- Press the **[FN/ORANGE]** key, and press the numeric key **[2]**.
- Press the **[FN/ORANGE]** key again to unlock or turn it off.


-  **NOTE** To choose the second, third or fourth alpha character assigned to a numeric key, you may want to lock the [FN/ORANGE] key 'on'. Remember that depending on how your Workabout Pro4 is set up in the 'One Shots' tab, you may find that you need to press the [FN/ORANGE] key twice to lock it 'on'. Refer to [“One-Shot/Lock” on page 4-39](#) for details.

To choose the letter 'b':

- Lock the [FN/ORANGE] key 'on', and press [2] twice.
- Press the [FN/ORANGE] key again to unlock or turn it off.

To choose the letter 'c':

- Lock the [FN/ORANGE] key 'on', and press [2] three times.
- Press the [FN/ORANGE] key again to unlock or turn it off.

-  **NOTE** Keep in mind that there is a timeout of one second between key presses when sequencing through the alphabetic characters on a key. If you pause longer than one second between key presses, the alphabetic character that is displayed at that time will be entered.

Creating Uppercase Letters

To display capital letters, you need to first lock the [SHIFT] key 'on'.


- Press the [SHIFT] key twice.

All alpha keys are displayed in uppercase until you press the [SHIFT] key again to 'unlock' (switch off) the function of this key.

Choosing Multiple Alpha Characters


- Lock the [FN/ORANGE] key 'on'

Each time you press a numeric key from [2] through [9], an alpha character will be displayed on the screen. Remember that you can refer to the softkey bar for a visual indication of which alpha key will be displayed on the screen.

-  **NOTE** Once you have finished typing alpha characters, remember to turn off or unlock the [FN/ORANGE] key. Check the shift-state indicator icon (refer to [Figure 2-1 Shift-State Indicator Icon on page 2-6](#)) to make certain that the key is turned off.

The Keypad Backlight

The intensity of the keypad backlight can be configured using the *Backlight* icon accessed by tapping on *Start>Settings>System>Backlight*. Refer to [“Backlight – Screen and Keypad” on page 4-45](#) for details about this option.

-  **NOTE** Keep in mind that this option may be restricted to supervisory use only.

The Display

The Workabout Pro4 is equipped with display backlighting to improve character visibility in low light conditions. The backlight switches on when a key is pressed.

Adjusting the Display Backlight

To set the backlight intensity and the duration of time that the backlight will remain on, you'll need to choose the *Backlight* icon.

- Tap on **Start>Settings** and then, tap on **System>Backlight** icon.

Refer to [“Backlight – Screen and Keypad” on page 4-45](#) for details.

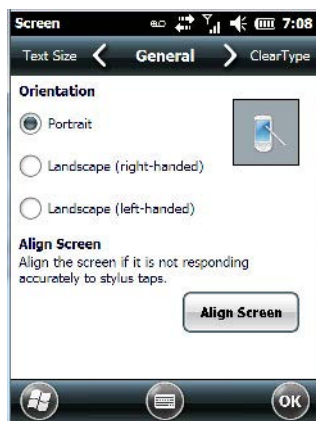
Calibrating the Touchscreen

If your touchscreen has never been aligned (calibrated) or if you find that the stylus pointer is not accurate when you tap on an item, follow the steps below.

- Tap on **Start>Settings>System**. Tap on the **Screen** icon.



The *General* tab is displayed in which you can correct alignment and choose screen orientation (see “[Screen Orientation](#)” on page 2-13 for details).



- Tap on the **Align Screen** button, and follow the directions on the screen to align (calibrate) the screen.



NOTE This window provides two additional tabs: ClearType and Text Size. Tapping on the ClearType tab allows you to enable the ClearType option to smooth screen font appearance. The Text Size tab allows you to increase or decrease the size of the font displayed on the screen.

Screen Orientation

In addition to screen calibration, the *Screen* icon allows you to determine how your screen will be oriented – *portrait* or *landscape* (*right- or left-handed*).

- Tap on **Start>Settings>System** icon.
- Tap on the **Screen** icon.
- In the **General** tab, tap on the orientation that best suits the way in which you use your Workabout Pro4.

Locking the Touchscreen

If you need to lock your touchscreen to protect against accidental actions:

- At the *Today* screen, tap on the **Start** icon.
- Tap on the **Lock icon** in the softkey bar at the bottom of the screen. A sliding lock is displayed on the screen.



- Place the stylus on the sliding lock, flick it to the right and release to unlock the touchscreen and display the screen options.

Indicators

The Workabout Pro4 uses a LED (Light Emitting Diode), onscreen messages, and audio tones as indicators.

LED

The Workabout Pro4 is equipped with a single, orange coloured LED. This section outlines what the LED indicates.

Charge LED Behaviour	Indication
3 flashes, pause, repeat	'Power on' was attempted. Unit will retry.
Rapid blinking for 1 second	Reset or resume is being ignored because the battery door is open. If the door is closed during this process, reset or resume will proceed normally.
Fast blip (500 ms period, 13% duty cycle)	Windows is in "unattended mode".

Charge LED Behaviour	Indication
Slow blink (2 second period, 50% duty cycle)	Charge temperature fault.
Solid Orange	Booting/resuming.

Audio Indicators

The Workabout Pro4 supports several audio options, including a *Bluetooth* headset. Sounds are emitted through the front receiver. The beeper provides a variety of sounds and can be configured to emit a sound to signal a number of events such as screen taps, notifications, and so on. Information on configuring sounds is detailed in [“Sounds Tab” on page 4-12](#).

Inserting the microSD Card and SIM Card

There are two slots available when the battery is removed from the battery compartment — the smaller slot to the left is used to load the *microSD* (Secure Digital) card, which provides additional non-volatile memory to your Workabout Pro4, and the slot to the right is used to load a *SIM* (Subscriber Identity Module) card, which allows access to the Voice option, access to the Internet, and so on.

Inserting and Removing the Cards

- Switch off the power to the Workabout Pro4.
- Remove the battery.

The microSD slot is spring-loaded. To insert a microSD card:

- Flip up the rubber cover of the microSD card door on the left.
- Slide the microSD card into the slot until it clicks into place.
- Push the rubber cover back in place.
- To remove the microSD card, lift the rubber cover and push the microSD card inward until it pops out of the slot.

The SIM slot is equipped with a release tab. To insert a SIM card:

- Slide the SIM card into the slot on the right until it clicks into place.
- To remove the SIM card, depress the metal release tab and slide the card out of the slot.

Navigating in Windows Embedded Hand-Held 6.5 and Applications

Graphic user interfaces like Windows Embedded Hand-Held 6.5 for portable devices or desktop Windows (XP, Windows 7, etc.) utilize ‘point and click’ navigation. On the Workabout Pro4, this is accomplished using a touchscreen and stylus rather than a mouse.

Navigating Using a Touchscreen



NOTE If the touchscreen is not registering your screen taps accurately, it may need recalibration. Refer to [“Calibrating the Touchscreen” on page 2-11](#).

A touchscreen is a standard feature on all Workabout Pro4 hand-held computers. Each is shipped with a stylus – a pointing tool.

- Use the stylus to tap on the appropriate icon to open files and folders, launch applications and programs, make selections, and so on. You can also use your finger rather than the stylus.
- Tap and flick the stylus or your finger on the screen to scroll through the options on a screen.
- Tap on the navigation bar to display additional icons.

Navigating Using the Keyboard

If you prefer to use the keyboard to move the cursor around the screens on your Workabout Pro4, refer to table following for a description of the navigation keys.

Operation	Key or Key Combination
Switch between active applications	[ALT] [TAB]
Open task manager	[ALT] [ESC]
Move the cursor	Arrow keys
Open file, folder or icon	[ENTER]
Exit & Save	[ENTER]
Close/Exit & Do Not Save	[ESC]
Navigate Dialog Boxes	[TAB] To move cursor up [SHIFT] [TAB] To display the contents of the next 'tab' in a dialog box [CTRL] [TAB]
Select Radio Button/Press Button	[SPACE]
Go to Start Menu	[Windows]

Keep in mind that unlike a desktop computer, the Workabout Pro4 does not support key chording (pressing two keys at the same time). You must press one key followed by the next in sequence.

The Today Screen

The *Today* screen provides quick access to a default list of applets such as phone, voicemail, and so on. This screen is also equipped with a navigation bar along the top of the screen which provides access to hotkeys. Hotkeys act as shortcuts to apps. Along the bottom of the screen, a softkey bar contains softkeys that help you navigate – in particular, the *Start* button which provides access to everything else you'll need to work with Windows Embedded Hand-Held 6.5.



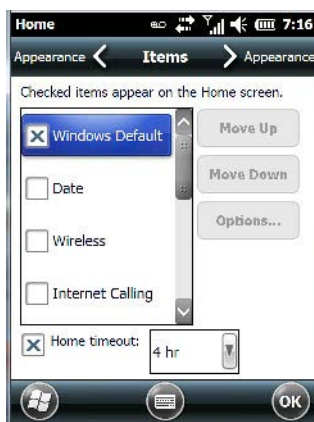
- Use the stylus or your finger to scroll to and highlight the option you want to work with. The highlighted option displays information specific to the applet. For example, highlighting the *Calendar* option lets you know if there are any appointments.
- Tap on any highlighted option to display the associated dialog box. Note that you can also double-tap on any option to display the associated dialog box.

Depending on which option you tap on, the softkeys at the bottom of the screen change to help support working with the particular option you've chosen.

Customizing the Today Screen

The items you see in the *Today* screen are *Windows* defaults. To customize the screen to suit your purposes:

- Tap on the **Start** button. Tap on the **Settings** icon followed by the **Home** icon.
- In the scrolling tab bar at the top of the screen, scroll to the **Items** tab.



The items you select will appear in the *Today* screen. Once you've chosen the items to appear on the *Today* screen, you can also tailor the order in which you want the items to appear:

- Highlight an **item**. Tap on the **Move Up** and **Move Down** buttons to order your selections.

When you choose items for the *Today* screen using this method, the appearance of the *Today* screen will change to a list format.

The Today Screen Default Options

A list of options are available from the Today screen. Keep in mind that these can be altered using the method described above in [“Customizing the Today Screen” on page 2-16](#). You can also refer to [“Shell Settings” on page 4-57](#) for additional customization options.

Pictures

This option provides access to the *Pictures & Videos* applet. Refer to [“Pictures & Videos” on page 3-16](#) for details.

Music

Tapping on the *Music* option displays the Windows Media applet. Refer to [“Windows Media” on page 3-20](#) for details.

DataWedge

DataWedge is a mobile device application that allows any application to receive data from barcode, RFID, magnetic stripe and serial devices.

Refer to [Appendix B: “DataWedge”](#) for pointers to detailed documentation.

Phone

- Scroll to and highlight the **Phone** option to learn if you’ve missed any calls.
- Tap the stylus on the highlighted **Phone** option to display the phone console.

Refer to [“The Phone” on page 3-4](#) for details about using the phone.

Voicemail

Highlighting *Voicemail* lets you know if you have any new voice messages. Tapping the stylus on this option displays the phone console so that you can dial the phone number to access your voice messages.

If your service supports voicemail but it has not been set up:

- Tap on **Voicemail** in the *Today* screen.



- Type your **voicemail number**.

Time, Date and Alarms

- Tap on **Start>Alarms** icon to display *Clock & Alarms* screen.



Setting the Alarm

You can set a maximum of three alarms.

- In the **Alarms** tab, tap on the **Time** or **Day** in the *Clock & Alarms* screen. An *Alarm Settings* screen is displayed.
- To set the time, **highlight** the **hours** and then the **minutes** in the clock and use the arrow keys to increase or decrease the numbers, or type the hours and minutes directly from the keyboard or soft keyboard.
- Type a description in the *Description* field.
- Tap on the **day** on which you want the alarm to go off – **Sunday** through **Saturday**.
- Next, choose the **Sound** - you can tap on the *Play* button to experiment with the sounds. You can also choose *No Sound*.
- In the drop-down menu below the *Play* button, you can choose how the alarm will behave, whether or not it will repeat and so on.
- Tap on **OK** to save your changes.

Setting the Time and Date

To set the time on the Workabout Pro4:

- If it is not already displayed, tap on the **Time** tab at the top of the screen.
- Choose the appropriate **Time Zone**, set the **Date**, and the current **Time**.

Text Messages

In the *Today* screen, highlighting *Text* lets you know if you have any new text messages. Tapping the stylus on this option displays the *Text Messages* screen.



To compose and send a text message on your Workabout Pro4:

- Tap on the **Menu** softkey, and choose **New** from the menu.
- In the *To* field, type the **name** of the person to whom you want to send a text message, or to insert a number from your contacts list, tap on **Menu>Add Recipient**, and choose a name.
- Tap your stylus in the *message area*, and type your message.
- Tap on the **Send** softkey to deliver your message.



Once you send the message, your message is displayed in the Inbox and a *conversation* icon is displayed in the softkey bar.

Highlighting the text message and tapping on the conversation softkey automatically connects to the sender's information so you can compose a reply.

E-mail Notification

If you have any e-mail, highlighting this option lets you know if you have any unread e-mail. To view e-mail:

- Tap on the **E-mail** option in the *Today* screen, or tap on **Start** followed by the **E-mail** icon to launch your e-mail.



NOTE Refer to [“Synchronizing E-mail with Outlook \(PC with Windows XP OS\)”](#) on page 3-9 and [“Synchronizing E-mail with Outlook \(PC with Windows Vista or Windows 7\)”](#) on page 3-10 for details about synchronizing your e-mail.

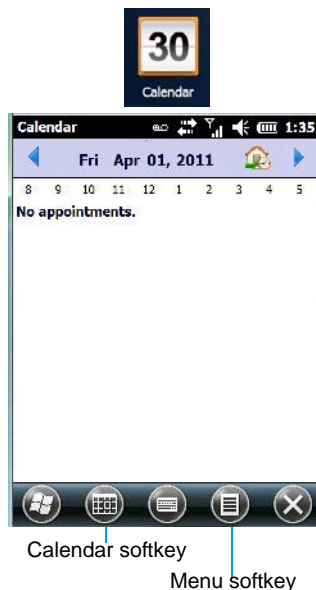
Calendar of Upcoming Appointments

This option is used to map out all your upcoming appointments, meetings and so on in the weeks, months and years ahead.



NOTE You can synchronize the Calendar so that any meetings, appointments and so on are displayed on your Workabout Pro4 Today screen as well as on your PC. Refer to [“Synchronizing E-mail with Outlook \(PC with Windows XP OS\)”](#) on page 3-9 and [“Synchronizing E-mail with Outlook \(PC with Windows Vista or Windows 7\)”](#) on page 3-10 for details about synchronizing your e-mail.

- In the *Today* screen, tap on **Calendar**, or tap on **Start>Calendar** icon to display the calendar applet.



The default calendar displays any scheduled appointments. To choose the format of your calendar:

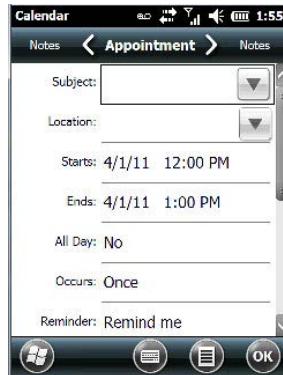
- Tap on the **Calendar** softkey – this key scrolls through the calendar formats.



Creating and Editing Appointments

- In the *Calendar* screen, tap on the **Menu** softkey in the softkey bar, and then tap on **New Appointment**.

Figure 2-3 Appointment Detail Screen



- In the *Subject* field, name the appointment.
- Complete the remaining fields to reflect your appointment details.

Adding Reminders

If you want to be reminded in advance of an appointment:

- Tap on the *Reminder* field, and choose **Remind me** from the drop-down menu.
- Tap the field below the *Reminder* field, and tap on the number in the field to display a drop-down menu where you can define a numeric value of 1, 5, 10, 15, 30. Tap on **minute(s)** to display a drop-down menu from which you can choose the time unit for your reminder – minute(s), hour(s), day(s) or week(s).
- Tap **OK** to finish. You are returned to the view you were in before adding the reminder.
- Tap the appointment in the **Calendar** screen to display it in a *summary* screen. The reminder is indicated by the small, bell icon.
- If you've no further additions for the appointment, tap on **OK**. Otherwise, move to the *Categories* section following.

Using Categories

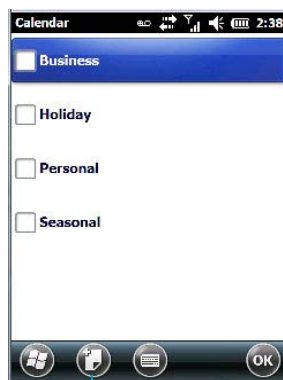
Categories help you organize and track the different types of data you keep on your Workabout Pro4.

To assign an appointment to a category:

- Tap on the **Menu** softkey, and choose **Edit**.

The *Appointment* tab is displayed.

- Scroll down to the **Categories** field, and tap on it to display your options.



New category softkey

- Tap in the **checkbox next to the category** to which you want to assign the appointment.
- Tap **OK**. Your appointment is assigned to the category or categories you chose.



NOTE You can create a new category by tapping on the **New** softkey at the bottom of the screen.

Attendees

This option allows you to define required and optional attendees for your meeting. When you tap on this option, your contacts are displayed where you can choose attendees.

Status

Tapping on *Status* lists your availability - *Free*, *Tentative*, *Busy*, or *Out of Office*.

Sensitivity

This option allows you to indicate the nature of the appointment – *Normal*, *Personal*, *Private*, or *Confidential*.

Deleting Appointments

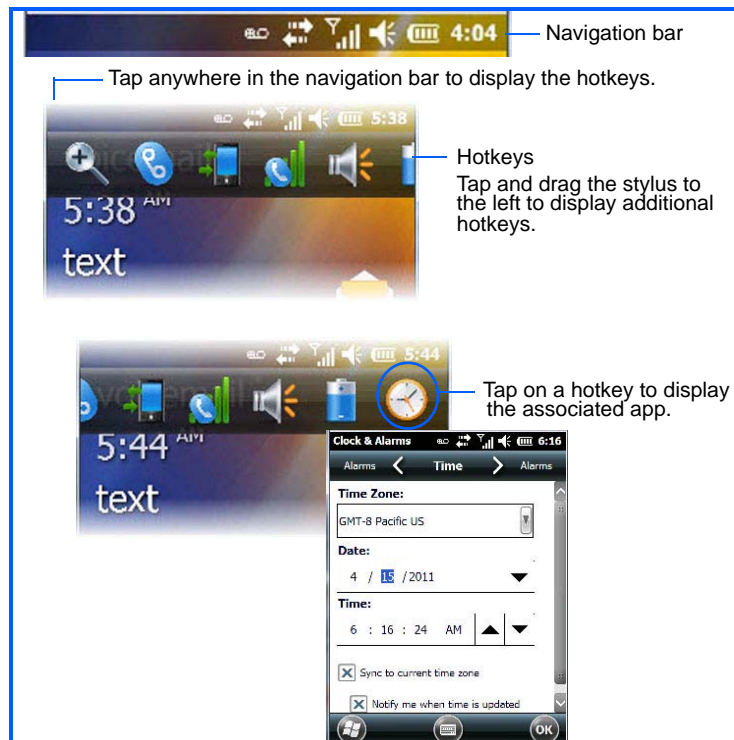
- Tap and hold the stylus on the **appointment** you want to delete, and tap on **Delete Appointment**.

Favorites

The *Favorites* option connects you to Internet favourites. Tap and drag your stylus on this option, and choose *Add/Remove* to edit your list of favourites.

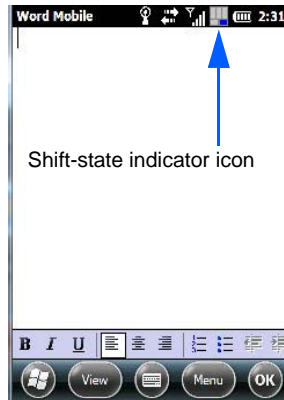
Using the Navigation Bar and Hotkeys

The *navigation bar* along the top of the screen provides access to icons or hotkeys that, when tapped, provide shortcuts to associated apps.



Shift-State Indicator Icon

The navigation bar at the top of the screen can also display the shift-state indicator icon. This icon indicates active modifier keys – [SHIFT], [ALT], [CTRL], [SYM] and [BLUE/FN].

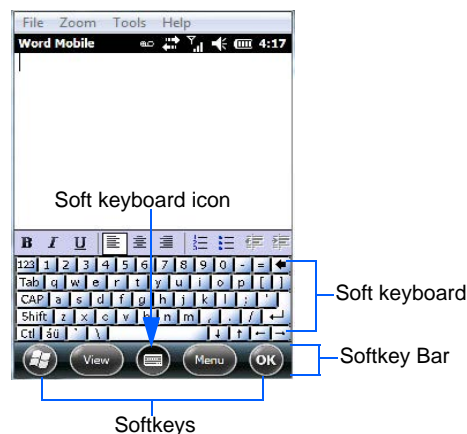


When a modifier key is pressed, it is displayed in the *shift-state indicator* icon. In the example above, the [BLUE/FN] key was activated.

To distinguish a 'locked' modifier key – a key that has been locked 'on' – from a modifier key that is only active until the next key is pressed, 'locked' keys are encircled in a black frame in the *shift-state indicator* icon. Refer to "[Activating Modifier Keys](#)" on page 2-6 for details.

The Softkey Bar

The Workabout Pro4 is equipped with a *softkey bar* at the bottom of the screen. It displays *softkeys* that allow you to access menus and commands. Note that the softkeys change to reflect the program with which you are working. It also displays the *soft keyboard* icon.



Softkeys

Tapping on a softkey displays information associated with the softkey – for example, in the sample screen above, the *Menu* softkey displays the commands associated with Word Mobile. The *View* softkey allows you to tailor how the Word document will be displayed.

The Soft Keyboard Icon

Tapping on the *soft keyboard* icon displays an onscreen keyboard you can use as an alternative to the Workabout Pro4 keyboard.

The Start Button

The *Start* button provides access to a screen of applets available on your Workabout Pro4.

- Tap on the **Start** button in the lower-left corner of the *softkey bar* to display your programs.

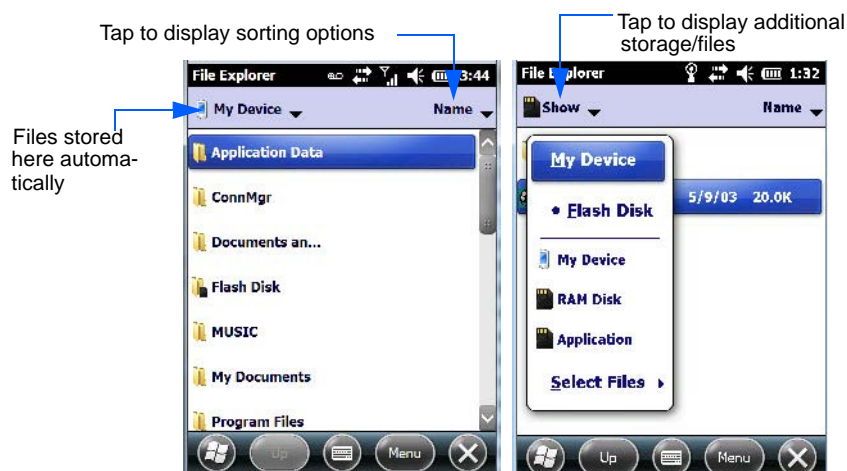
Managing Files and Folders

Windows Embedded Hand-Held 6.5 files are stored in folders and sub-folders that are accessible with *File Explorer*. You can open, save, rename, copy and paste files in the same manner as you would on any desktop PC.

- Tap on the **Start** button.
- Use the stylus to scroll to the **File Explorer** icon.



- Tap on the icon to display the *File Explorer* screen.



Creating a New Folder

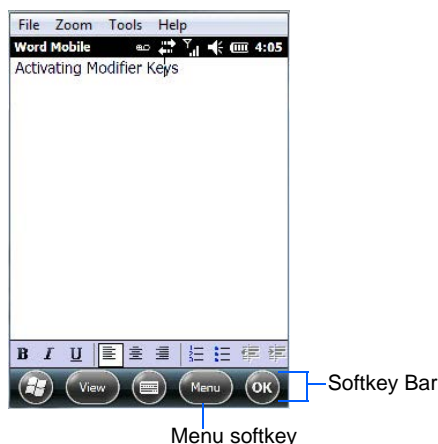
- Tap **Start>File Explorer**.
- Tap the **Menu** softkey, and in the pop-up menu, choose **New Folder**.
- Use the Workabout Pro4 keyboard or the soft keyboard to assign a name to the folder.

Renaming, Copying, and Deleting a File

- To access any of these functions, press and hold the stylus on the file you want to work with. A ring of dots is displayed followed by a pop-up menu.
- Choose the appropriate command from the menu.

Using Menus

In Windows Embedded Hand-Held 6.5, the menu is located in the *softkey bar* at the bottom of the screen.



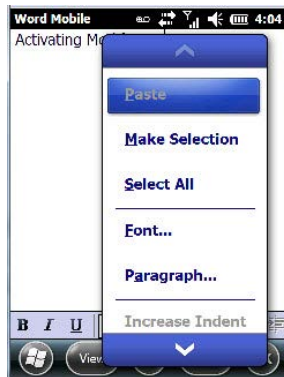
To execute a command:

- Tap on **Menu** to display the commands associated with it, and then tap on the command you want to execute.

Pop-Up Menus

Pop-up menus are available in many screens and programs. They offer quick access to a group of useful commands in addition to those available in the menu bar. To display a pop-up menu:

- Gently press and hold the stylus on the screen. A ring of dots is displayed on the screen followed by a pop-up menu.



- Tap on the **command** you want to execute.

Programs – Using Applications

- Tap the **Start** button in the softkey bar to display the programs installed on your Workabout Pro4.

Figure 2-4 Program Icons



Opening an Application

- Tap on a the **Program** icon to launch the associated program.

Minimizing an Application

- Tap on the **X** button in the lower-right corner of an application screen to minimize the application.



NOTE Although it looks like a Close button, this button does *not* close the application – it only minimizes it.

Opening, Closing and Switching Applications

- Tap on **Start>Settings>System** icon. Use your stylus to scroll to the **Task Manager** icon.
- Tap on **Task Manager** to display the associated screen.



The *Task Manager* screen lists all running tasks (applications). This applet provides a number of options to manage your opened applications.

- **End Task:** To shut down an application, **highlight the program** in the list, and tap on the **End Task** softkey in the softkey bar at the bottom of the screen.
- **End All Tasks:** To shut down *all* applications, tap on the **Menu** softkey, and choose **End All Tasks**.
- **Switch To:** To make an application listed in this screen active, highlight the application, and tap on **Menu>Switch To**.

For additional information about the *Task Manager*, refer to “[Task Manager](#)” on page 4-68.

Settings

- Tap **Start** followed by the **Settings** icon to display the setting options for your Workabout Pro4.

Figure 2-5 Settings Icons



Along with icons that provide information about your unit and allow you to adjust the appearance and behaviour of your Workabout Pro4, an additional group of icons is stored in three folders – *Personal*, *System* and *Connections*. Refer to [Chapter 4: “Settings”](#) for details about the options available to you.

HomeVU

Home VU allows the administrator to tailor how the Workabout Pro4 operates and the options the user can access. Note that the look of the *Today* screen will change from icons that are finger accessible to a list of items that is best accessed using a stylus.



IMPORTANT

For details about this application, refer to [“HomeVU” on page 4-56](#).

Data Transfer Between Workabout Pro4 and a PC

Data transfer options vary slightly depending on the type of operating system installed in your PC.

For Windows XP SP2 operating systems or earlier, Microsoft® ActiveSync® connectivity software can be used to connect your Workabout Pro4 to a PC.

If the Windows Vista®, Windows 7 or later, operating system is installed in your PC, ActiveSync is not required to transfer data between your Workabout Pro4 and your PC. You do need to install the Windows Mobile Device Center.

By using a Snap Module or Desktop Docking Station with your Workabout Pro4, you can connect to a PC with a cable and:

- View Workabout Pro4 files from Windows Explorer.
- Drag and drop files between Workabout Pro4 and the PC in the same way that you would between PC drives.
- Back up Workabout Pro4 files to the PC, restore them from the PC to the hand-held again, etc.

Uploading Data in a Docking Station

The Desktop Docking Stations allow your hand-held to upload transaction data to a server computer when a radio link is not available. When Workabout Pro4 is properly inserted in a docking station, a dock icon is displayed in the navigation bar at the top of the screen.

Using Microsoft ActiveSync



NOTE If you use a serial port to connect devices like Workabout Pro4 to your desktop computer, the connection may not succeed because ActiveSync has trouble connecting at non-default baud rates.

To work around this problem, set the ActiveSync baud rate on the desktop to use the same baud rate as the device. You can set the baud rate by editing the registry on the desktop host computer, as detailed in the steps outlined at the following website:

<http://support.microsoft.com/kb/324466>

To install ActiveSync, follow the step-by-step instructions provided with the program's setup wizard. For details, go to the following website and type *ActiveSync* into the search box:

<http://www.microsoft.com/downloads/en/default.aspx>

Using Windows Mobile Device Center

If you are running *Windows Vista*, *Windows 7*, or later, your data transfers do not require ActiveSync. Instead, you will need to download *Windows Mobile Device Center*. For instructions, go to the following website and type the name into the search box:

<http://www.microsoft.com/downloads/en/default.aspx>

To transfer data between your PC and your hand-held:

- Tap on **Start>Computer** to display the drives. Workabout Pro4 will be visible here.
- Open drives, files and folders as you would on your PC.

General Maintenance

Caring for the Touchscreen

The touchscreen is covered with a thin, flexible polyester plastic sheet with a conductive coating on the inside. The polyester can be permanently damaged by harsh chemicals and is susceptible to abrasions and scratches. Using sharp objects on the touchscreen can scratch or cut the plastic, or crack the internal conductive coating. The chemicals listed below must not come into contact with the touchscreen:

- mustard, ketchup
- sodium hydroxide
- concentrated caustic solutions
- benzyl alcohol
- concentrated acids

If the touchscreen is used in harsh environments, consider applying a disposable screen protector (RV6105). These covers reduce the clarity of the display slightly but will dramatically extend the useful life of the touchscreen. When they become scratched and abraded, they are easily removed and replaced.

Do not to expose the touchscreen to direct sunlight for prolonged periods of time. If this is unavoidable, use a UV screen protector to extend the life of the screen.

Cleaning the Workabout Pro4



IMPORTANT

Do not immerse the unit in water. Dampen a soft cloth with mild detergent to wipe the unit clean.

To prevent damage to the touchscreen, use only your finger or the stylus (pen) supplied with your Workabout Pro4.

- Use only mild detergent or soapy water to clean the hand-held unit.
- Avoid abrasive cleaners, solvents or strong chemicals for cleaning. The Workabout Pro4 has a plastic case that is susceptible to harsh chemicals. The plastic is partially soluble in oils, mineral spirits, aircraft de-icing fluid, and gasoline. The plastic slowly decomposes in strong alkaline solutions.
- Exposure to aircraft de-icing fluids can degrade the plastics on the Workabout Pro4. If the Workabout Pro4 is used near aircraft de-icing environments, regular rinsing with water is recommended.
- To clean ink marks from the keypad and touchscreen, use isopropyl alcohol.

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Programs

Workabout Pro4 programs are all available from the *Start* screen.

- Tap on the **Start** button in the lower-left corner of the *Today* screen to display the *Start* screen.



Tapping on an icon in this screen launches the associated applet.



IMPORTANT

For details about the options contained under the 'Settings' icon, refer to [Chapter 4: "Settings"](#).

Home

Tapping on the *Home* icon in the *Start* screen displays the *Today* screen.



IMPORTANT

For details about the Today screen, refer to ["The Today Screen"](#) on [page 2-15](#).

The Phone

The Workabout Pro4 can be equipped with optional phone capabilities.

- NOTE** The Phone option is only available on units equipped with the Cinterion PHS8-P GSM/GPRS/EDGE/UMTS/HSPA+ Radio.

To access the phone pad on a unit that includes the phone option:

- Tap on **Start>Phone** icon.



The Onscreen Phone Keypad

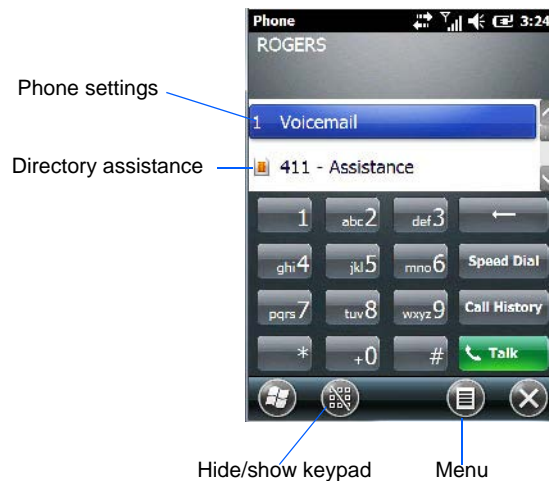
The *onscreen phone keypad* provides phone services like those you may find on your cellular phone. You can use the phone keypad provided with your Workabout Pro4 to, for example, send and receive phone calls, make conference calls, view your call history, set up speed dial numbers, etc.

Sending & Ending Phone Calls Using the Onscreen Phone Keypad

To display the onscreen phone keypad:

- Tap on **Start>Phone** icon.

- NOTE** You can also press the [Talk] key on the Workabout Pro4 keyboard to display the phone keypad providing it has been activated. The [Talk] key is labelled with a green telephone receiver icon.



To make a phone call:

- Use the phone keypad to enter the phone number. Tap on **[Talk]** to connect the call.

When you tap on the [Talk] button to connect to a phone number, the [Talk] button toggles to become the [End] button. When you've completed your call and want to disconnect:

- Tap on **[End]** button on the onscreen phone keypad.

Sending & Ending Calls Using the Workabout Pro4 Keyboard

The keyboard provides a [Talk] and an [End] key on the physical keyboard.

- Press the [Talk] key to answer a call or to display the onscreen phone keypad so you can initiate a call.
- Press the [End] key to terminate a phone call.

Making a Conference Call

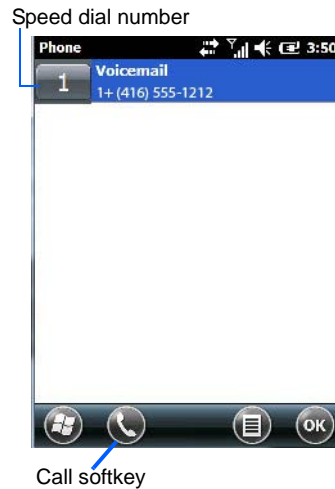
To set up a conference call between yourself and two or more other parties:

- In the phone keypad, type the **first phone number**. Tap on **[Talk]**.
- While you are connected to the *first number*, tap on **Menu>Hold**.
- Type the **second number**. Tap on **[Talk]**.
- Tap on **Menu>Conference**.
- To add another party, tap on **Menu>Hold**, type the **number**, and then tap **Menu>Conference**.
- Tap on **[End]** to disconnect all calls.

Programming Speed Dial

The phone keypad provides a *Speed Dial* button for quick access to frequently used numbers.

- In the phone keypad, tap on the **Speed Dial** button to display the *speed dial Phone* dialog box.



This dialog box lists the phone numbers and the speed dial key to which the phone number has been assigned.

- Tap on the **Speed Dial Number** (the number to the left of the phone number you want to dial), or
Tap on the **Call** softkey in the softkey bar at the bottom of the screen; the number is dialled for you.

Using the Phone Keypad to Program a Speed Dial

There are a number of ways to add a speed dial number. You can create a speed dial number using the *Contacts* list or by using the *Speed Dial* button on the phone keypad.

Adding a New Phone Number

- In the *phone keypad*, tap on the **Speed Dial** button.
- In the speed dial *Phone* dialog box, tap on **Menu>New**.
- In the list, choose a **contact** for a speed dial.



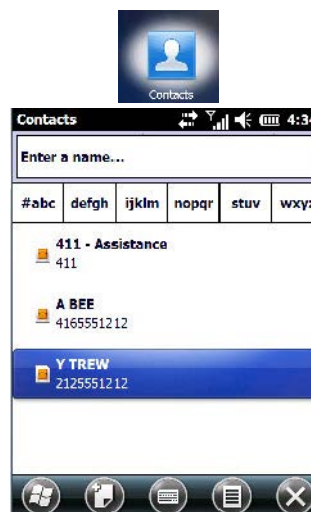
- Type a contact name in the field where the cursor is displayed, or tap on a name in the list.



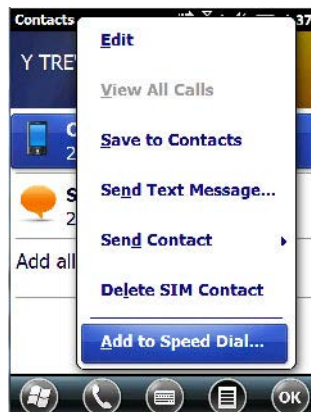
A sequential speed dial key is automatically assigned in the *Location* field. You can tap on the arrows to the right of the *Location* field to change the auto assignment.

Using the Contact List to Program a Speed Dial

- Tap on **Start** followed by the **Contacts** icon.



- Tap on the **Contact** to which you want to assign a speed dial number.



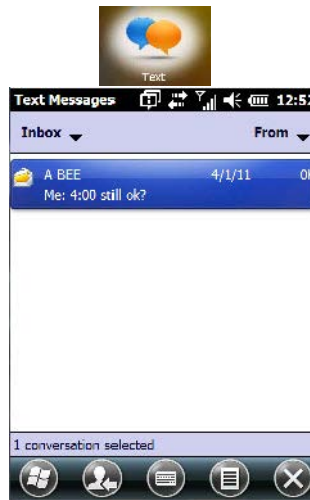
- In the *Summary* screen, tap on **Menu>Add to Speed Dial**.

Managing Phone Settings

You can adjust phone settings such as the ring type and tone, choose phone services such as barring calls, and you can also determine network selections.

Text Messages

Tapping on the *Text* option in the *Today* screen displays this screen.



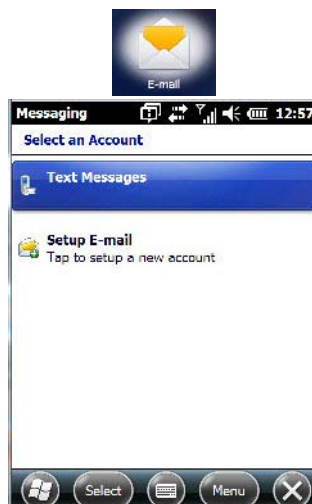
This option allows you to compose, send and receive text messages using your Workabout Pro4.



IMPORTANT

For details about using the Text Messages feature, refer to [“Text Messages”](#) on page 2-18.

E-mail



NOTE If your e-mail is already synchronized, go to [“Sending an E-mail”](#) on page 3-11.

The *E-mail* program is used to send and receive e-mail on your Workabout Pro4. It also provides access to text messages.

To send and receive e-mail, you'll need to synchronize your PC or connect to a Post Office Protocol 3 (POP3) or Internet Message Access Protocol 4 (IMAP4) mail server.

For each of these methods, you need to set up an e-mail account with one exception – Outlook e-mail accounts are set up by default.

Folders

If you use an Outlook e-mail account, messages in the Inbox folder in Outlook are automatically synchronized with your Workabout Pro4. You can use ActiveSync on your PC to synchronize additional folders. The folders and messages you move are mirrored on the server.

For POP3 accounts, if you move e-mail messages to a folder you create, the link between the messages on the Workabout Pro4 and the copies on the mail server are broken. When you next connect, the mail server will recognize that the messages are missing from the Workabout Pro4 Inbox folder and delete them from the server, preventing duplication of messages. Keep in mind however that you will not have further access to messages that you moved to folders from anywhere except with the Workabout Pro4.

For IMAP4 accounts, the folders you create and the messages you move are reflected on the server, making messages available any time whether you connect to your mail server from your Workabout Pro4 or your PC.

Synchronizing E-mail with Outlook (PC with Windows XP OS)



IMPORTANT

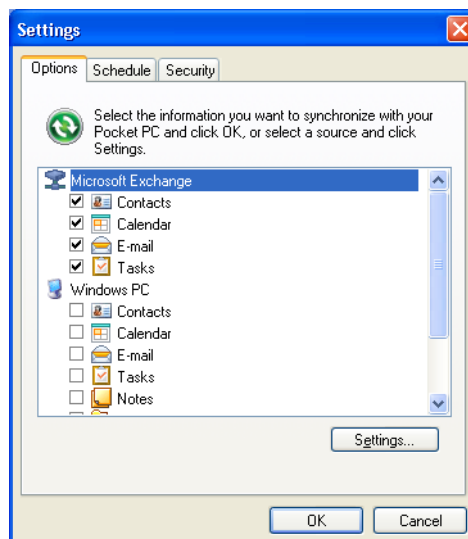
For PCs running Windows Vista or Windows 7, follow the guidelines under [“Synchronizing E-mail with Outlook \(PC with Windows Vista or Windows 7\)”](#) on page 3-10.

By synchronizing the Workabout Pro4 *E-mail* program with Outlook on your PC, your e-mail is available on both the Workabout Pro4 and on your PC.



NOTE Synchronizing e-mail does not require that the Workabout Pro4 have an independent connection to the Internet.

- In *ActiveSync* on your PC, tap on **Tools>Options** in the tool bar at the top of the screen.

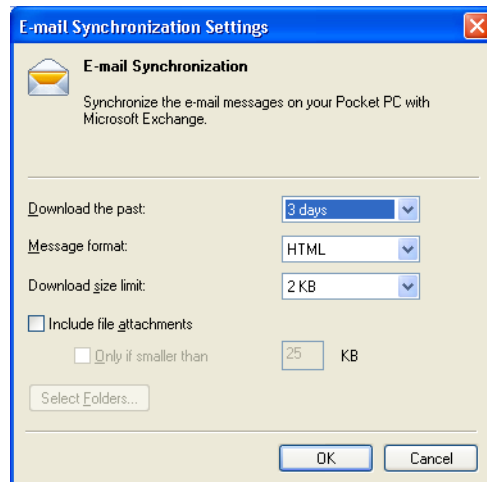


- Make certain that a check mark is displayed in the checkbox next to *E-mail*. Tap on **OK**.

Once you check *E-mail* for synchronization, Outlook e-mail messages are synchronized as part of the general synchronization process. The next time you synchronize with ActiveSync, the e-mail in Outlook on your PC will be transferred to the Messaging program on your Workabout Pro4.

Changing Synchronization Settings

- In *ActiveSync* on your PC, double-tap the **E-mail** item in the *Sync Options* tab.



- Tap on the **Select Folder** button.



- Add a check mark next to the folders in this screen that you want to synchronize with your Workabout Pro4, and tap on **OK**.

The *E-mail Synchronization* screen is displayed again.

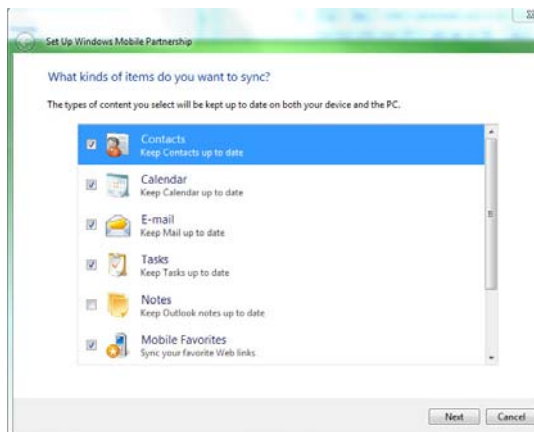
- If you want to accept file attachments, add a check mark next to *Include file attachments*. To limit the size, tap on *Only if smaller than*, and specify a size in the KB box.
- Tap on **OK**.

Synchronizing E-mail with Outlook (PC with Windows Vista or Windows 7)

PCs running Windows Vista or Windows 7 use *Windows Mobile Device Center* in place of ActiveSync.



- In the *Windows Mobile Device Center*, tap on **Set up your device**.



- Make certain that a check mark is displayed in the checkbox next to *E-mail*. Tap on **Next**.



NOTE If an Exchange Server is detected, a screen is displayed where you can enter the Server address, your user name and so on, and sync the Workabout Pro4 with the Exchange Server directly over a cellular or wireless network when you are not connected to your PC. This is an optional step that you can skip.

- Tap on **Skip** and then tap on **Setup**.

When *E-mail* is checked for synchronization, Outlook e-mail messages are synchronized as part of the general synchronization process. The next time you synchronize with Windows Mobile Center, the e-mail in Outlook on your PC will be transferred to the Messaging program on your Workabout Pro4.

Sending an E-mail

E-mail messages are stored in the Outbox folder and are sent to recipients the next time you sync or connect to your e-mail server to send and receive mail.

- Tap on **Start>E-mail**.
- Choose the e-mail account you want to use.
- Tap on **Menu>New**.
- In the *To*, *Cc*, or *Bcc* fields, enter an **e-mail address**.

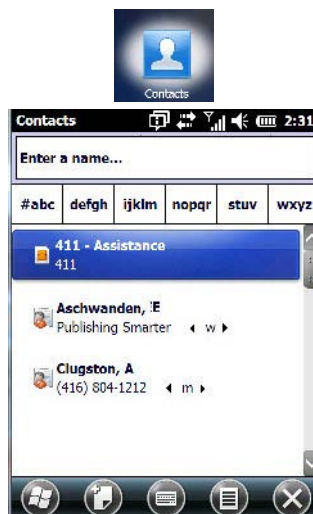
Keep in mind that you can also use your *Contacts* to choose an e-mail recipient provided an e-mail address is associated with the contact.

- Tap **Menu>Add Recipient**, and then choose a **contact** from the list.
- If you're sending an email to *multiple* people, use a **semicolon (;)** between addresses.

Contacts

Contacts are available with your e-mail, text messages, voice messages and your phone.

- Tap on **Start>Contacts** to display your contacts.

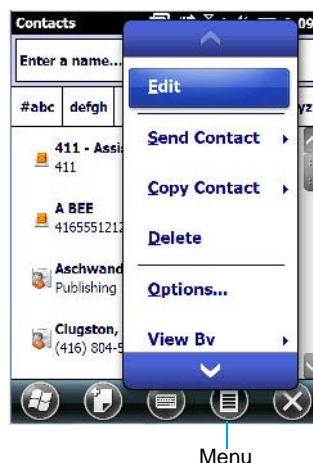


Working with the Contacts List

The *Contacts* screen allows you to work with existing entries, search for a particular contact and create new entries.

Contact Menu Commands

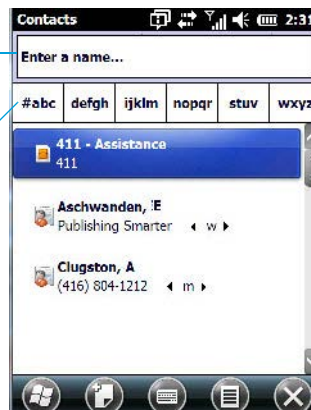
A *Menu* softkey at the bottom of the screen provides additional commands that allow you to work with the contacts in this list.



Searching for a Contact

Type a contact name here

Tap on an alpha group to narrow the search



To search for a particular entry:

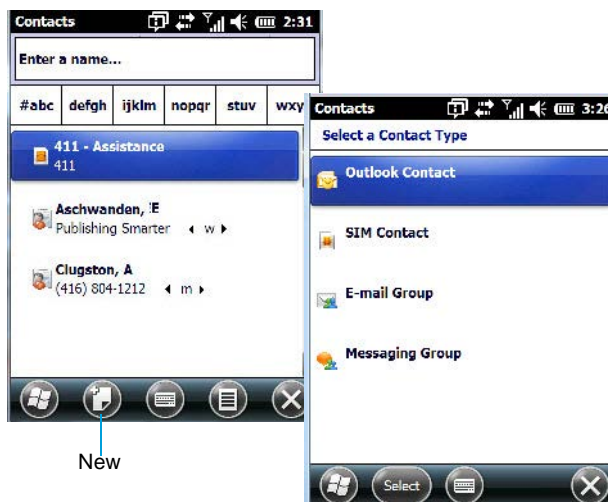
- Tap on the **Enter a name ...** field, and type the name you are searching for in the Contacts list.
- To narrow your search to names beginning with a particular letter, tap on the appropriate alpha character grouping.

Communicate Tab - Adding Contacts

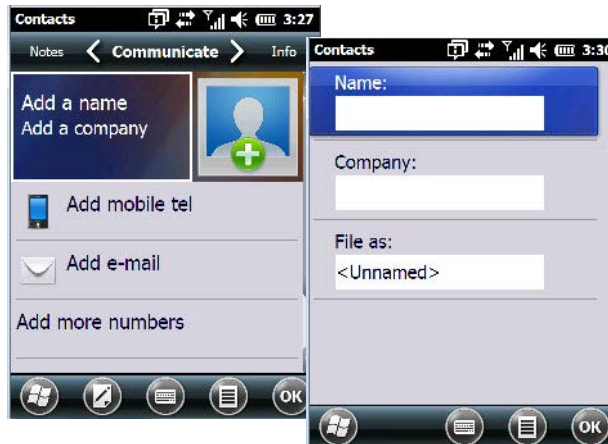
Adding a New Contact

The *New* softkey located to the right of the *Start* softkey allows you to add additional entries to your contacts list.

- Tap on the **New** softkey.



- Choose the **contact type** to which you want to add an entry.
- Tap on the **Select** button to display the *Communicate* screen. Tap on each of the options you want to complete for the new contact you are creating. Each item you tap on in this screen produces an associated pop-up screen in which you can enter the appropriate information. For example, in the sample screen following, tapping on *Add a name* displays an associated screen for you to complete.



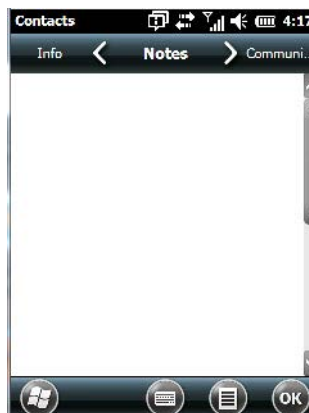
- When you've completed the information for the contact entry, tap on **OK**. The new contact is displayed in the *Contacts* list.

Info Tab



This tab allows you define a ring tone for a particular contact. You can also add additional addresses related to your contact (work and home), and information about your contact such as a job title, office location and fax number.

Notes Tab



This screen allows you to enter useful information about your contact.

Internet Explorer

You can connect to *Internet Explorer* in two ways: by connecting the Workabout Pro4 directly to the Internet or by connecting through your PC (see “[ActiveSync®](#)” on page 3-26).

Browsing Web Sites

There is little difference between the standard Internet Explorer found on your PC and that found on your Workabout Pro4, sometimes referred to as *Pocket Internet Explorer*. You can enter URLs, set a ‘home page’, turn images on and off, e-mail links to friends, and so on.

To go to a web site:

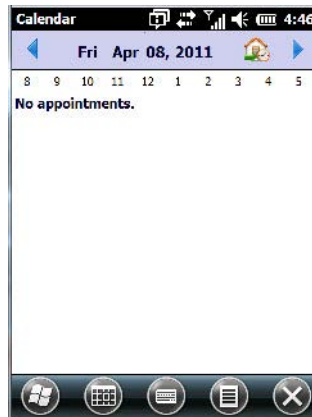
- Connect your Workabout Pro4 to the Internet. (If you’re not certain how to do this, refer to “[Connections – Connecting to the Internet](#)” on page 4-21).
- Tap on **Start>Internet Explorer** to open *Internet Explorer*.
- Tap on the address bar – the field near the top of the screen where URLs are entered – to highlight the current URL.
- Type a new URL in the address bar.

Tapping on the *softkeys* in the softkey bar at the bottom of the screen displays *Internet Explorer* commands like those you find on your PC.



Calendar

This option is used to map out all your upcoming appointments, meetings and so on in the weeks, months and years ahead.

**IMPORTANT**

Refer to [“Calendar of Upcoming Appointments”](#) on page 2-20 for details about this feature.

Alarms

Refer to [“Time, Date and Alarms”](#) on page 2-17 for details about this applet.

Pictures & Videos

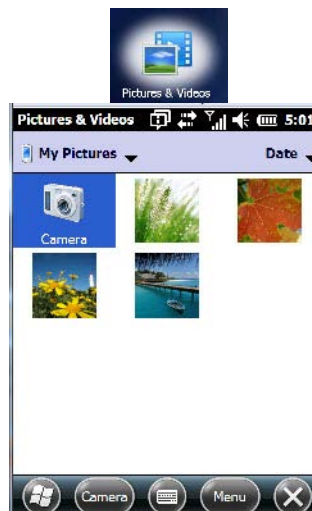
The *Pictures & Videos* applet allows you to snap photographs and record video footage. It is also a photo and video viewing program.

**IMPORTANT**

The Pictures & Videos program can only display .bmp or .jpg formats. Photos in other formats will need to be converted on your PC before they are transferred to the Workabout Pro4.

Using the Camera

- Tap on **Start>Pictures & Videos**.



Keep in mind that if there are no pictures stored on your Workabout Pro4 as yet, you'll only see the *Camera* icon in this screen.

- Tap on the **Camera icon** to activate the camera.

The screen will display the image your camera is pointed at. (The camera is built into the back of the Workabout Pro4.)



- Frame the image in the Workabout Pro4 screen. Press **[ENTER]** to snap the photograph.

Photo Menu

When the camera is activated, tapping on *Menu* displays a set of commands to help you modify how your camera operates, the quality of the photos it takes, and so on. You can also use this menu to activate the video recorder rather than the still camera.



NOTE 'Video' is a toggle command. When the 'Still' camera is activated, 'Video' is available in this menu. When the video recorder is activated, 'Still' (camera) is available in this menu.

Moving Photos to the Workabout Pro4

- Connect your device to your PC with ActiveSync.
- Locate the pictures on your PC, and drag photos from their folder to the *Mobile Device* (Workabout Pro4). The Workabout Pro4 can be found under *Computer (My Computer)* on PCs running Windows XP.

Opening a Photo

- To open a photo, tap on **Start>Pictures & Videos**. You'll see a thumbnail of your photos.

- Tap on a thumbnail to open the photo.



NOTE If you've stored your photos on a storage card, you'll need to tap on the storage card icon to display your photos.

Deleting a Photo

- Press and hold the stylus on the thumbnail photo you want to delete to display a pop-up menu. Tap on **Delete**.
- Confirm your choice when prompted.

Editing a Photo

- Tap on a thumbnail photo to open it.
- Tap on **Menu>Edit**.

The *Rotate* command is now displayed in the softkey bar. Additional editing tools are listed in the *Menu*.

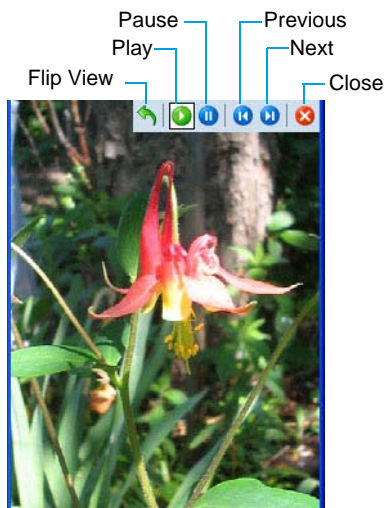
Creating a Slide Show

To view a slide show:

- Tap on the **Menu>Play Slide Show**.

The slide show begins – in slide show mode, photos are displayed for about five seconds, one after the other.

- To display the slide show tool bar, tap anywhere on the photo.

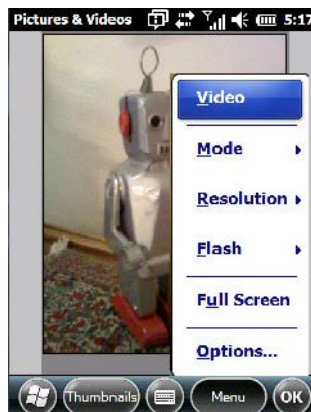


Using the Video Recorder

- Tap on the **Camera** icon.



- In the bottom-right corner of the *camera* screen, tap on **Menu>Video**.



- Press **[ENTER]** to begin recording.



Video Recorder Icon
Indicates that video
is active.

- To end the video, press **[ENTER]** again, or tap on the **Stop** softkey.



NOTE When the 'Video' recorder is activated, a Menu is available to tailor the operation of the recorder, the quality of the recording, and so on.

Windows Media

Windows Media allows you to play music and videos on your Workabout Pro4. You can use *Windows Media* to play digital audio and video files that are stored on your Workabout Pro4 or on the web.

- To work with this applet, tap on **Start>Windows Media**.

For details about using this applet, refer to:

<http://www.microsoft.com/windowsphone/en-us/howto/wp6/music/windows-media-player-mobile.aspx>

Messenger (Windows Live)

Windows Live Messenger is an instant messaging service. Refer to the Microsoft web site for details.



Windows Live

Windows Live is a free online service that provides operators with a free mobile phone back-up solution by wirelessly synchronizing contacts, calendar appointments, and so on with a password-protected online portal.

When you tap on *Windows Live* and accept the license agreement, a *Setup* screen is displayed. Follow the setup steps to set up your *Windows Live ID* so that you can begin using this service.

Notes

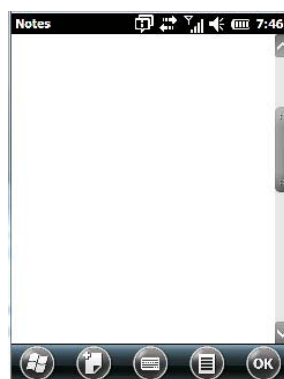
The *Notes* application is an electronic notepad you can use to jot down your ideas quickly. You can enter text using the *soft keyboard*, the *Workabout Pro4 keyboard*, or you can create a handwritten note on the screen by using the *transcriber*. You can also *record* a message.

Notes can also be shared through e-mail and synchronization with your PC.

- Tap on **Start>Notes** to launch this application.

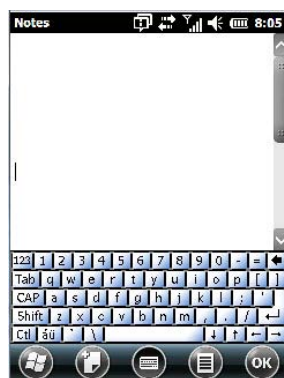


- Tap on the **New** softkey to display a blank note.



Creating a Note Using the Soft Keyboard

The *soft keyboard icon* is available by default. It is a replica of a standard keyboard. Use your stylus to type letters, numbers, symbols and so on.



- When you've completed your note, tap on **OK**.

Your note is automatically saved. The file name is the first line of the note if you used the keyboard – otherwise, it's named Note1, Note2 and so on.

Creating and Converting Handwritten Notes to Text

To create a handwritten note using the *transcriber*:

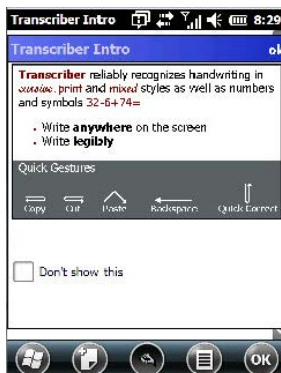
- Tap and hold the stylus on the *soft keyboard* icon to display the pop-up menu.



- Choose **Transcriber** from the menu.

When you choose *Transcriber*, you can write notes in your own handwriting. Workabout Pro4 converts the notes into typed text for you.

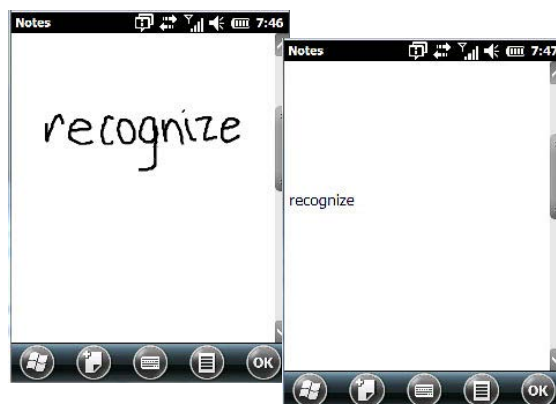
A *Transcriber Intro* screen is displayed to provide information to help you work with the *Transcriber*.



When you choose *Transcriber*, the soft keyboard icon changes to an icon of a hand poised to write a note.

- At the **top** of the *Transcriber Intro* screen, tap on **OK**.
- In the blank *Note* screen, use your stylus to write a note as clearly as possible.

The text in the note is converted from handwritten to printed text.



Renaming a Note

- Press and hold the stylus on the file name in the *Notes* screen that you want to rename. In the pop-up menu, choose **Rename/Move**.
- In the *Name* field, type the new name.



NOTE Remember that if you want to use the soft keyboard to type a new name, you'll need to tap and hold the stylus on the **Transcriber icon**, and choose **Keyboard** from the popup menu.

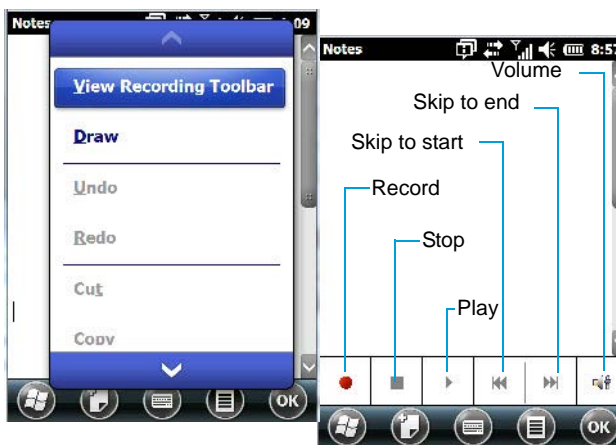
You can also move the note to a new *Folder* and/or a new *Location*.

- When you've made the changes you need, tap on **OK**.

Recording Notes

It is sometimes easier to record a note than to write it down just to make certain that you've captured an idea before it drifts away. To make an audio recording:

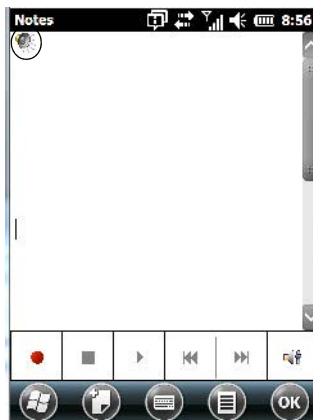
- Tap on the **New** softkey to open a fresh note.
- Tap on **Menu>View Recording Toolbar**.



- Tap on the **Record** button – a beep alerts you that your device is now ready to record.
- Begin speaking into the microphone on the Workabout Pro4. Make certain that you move the Workabout Pro4 to within a few feet of the source of the sound you want to record.
- Tap on the **Stop** button when you've completed your recording.

- Tap on **OK** to save the recorded note.

A speaker icon is displayed in the note indicating the presence of a recording within the note.



- To play the recorded note, tap on the **speaker icon**.
- Tap on **Menu**, and choose **View Recording Toolbar** again to turn off the feature.

Task Notification

Tasks lets you create lists of entries representing your responsibilities, upcoming projects, and so on. If you've assigned any tasks, this option lets you know how many active tasks you have.



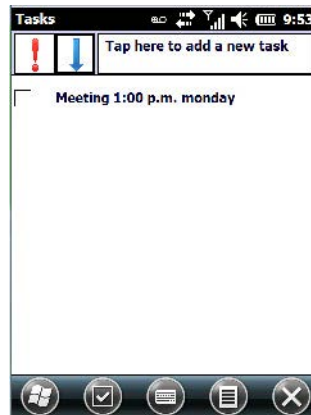
NOTE You can synchronize the Task Notification option so that any tasks are displayed on your Workabout Pro4 as well as your PC. Refer to [“Synchronizing E-mail with Outlook \(PC with Windows XP OS\)”](#) on page 3-9 and [“Synchronizing E-mail with Outlook \(PC with Windows Vista or Windows 7\)”](#) on page 3-10. Each section outlines how to synchronize options other than e-mail.

- Tap on **Start>Tasks** to display the Tasks screen.

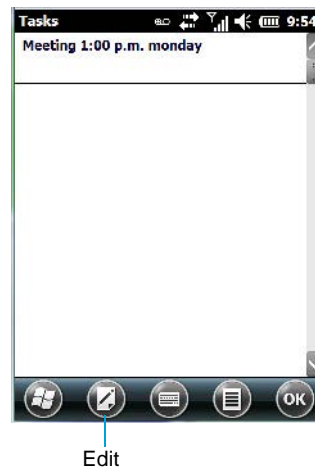


Creating a Task

- Tap in the field labelled **Tap here to add a new task**.
- Type your task description.



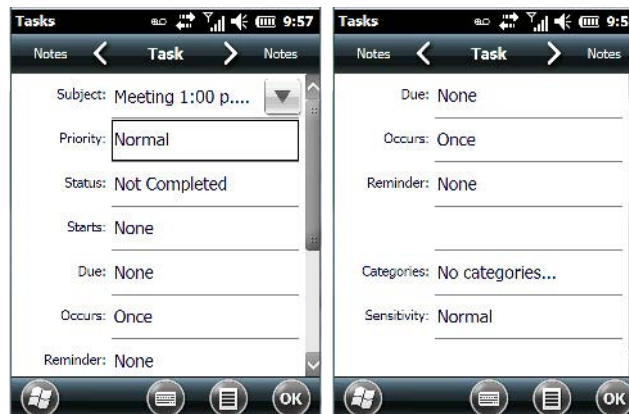
- Press **[ENTER]** to add the task to your list.



Editing a Task

- Tap on a **task** in the task you want to edit. Tap on the **Edit** softkey in the softkey bar to display a detailed task screen where you can define task characteristics.

Figure 3-1 Task Details Screen



Each of the nine items in this screen, when tapped, displays a drop-down menu where you can choose from a list of options.

- Once you've completed all the appropriate fields, tap on **OK** to save your changes.



NOTE You can also tap on the Notes tab to add additional information about the task you are defining.

Deleting a Task

- Press and hold the stylus on a task until a pop-up menu is displayed.
- Tap on **Delete Task**.

Marking a Task as Completed

- In the **Tasks** list, tap the **checkbox** next to the items that are completed.

Sorting Tasks

- Tap on the **Menu** softkey, and tap on **Sort By**.

You can choose from **Status**, **Priority**, **Subject**, **Start Date** or **Due Date**. The tasks are arranged in the list according to the criterion you chose.

Limiting the Tasks Displayed in the Task Screen

- Tap on **Menu** in the softkey bar, and tap on **Filter**.

You can choose **All Tasks**, **Recently Viewed**, **No Categories**, **Active Tasks** or **Completed Tasks**. The tasks are displayed on the screen according to the preference you chose.

File Explorer

Windows Embedded Hand-Held 6.5 files are stored in folders and sub-folders that are accessible through *File Explorer*. You can open, save, rename, copy and paste files in the same manner as you would on any desktop PC.

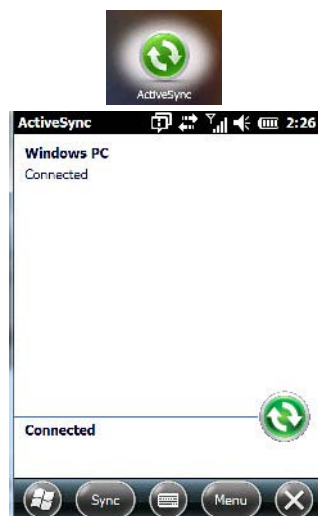


IMPORTANT

Refer to [“Managing Files and Folders” on page 2-24](#) for details about this feature.

ActiveSync®

ActiveSync® is Microsoft PC connectivity software that can be used to connect the Workabout Pro4 to PCs running this software. You can synchronize the Workabout Pro4 with your PC using this utility.



By connecting the Workabout Pro4 to a PC through your desktop docking station and running ActiveSync or Mobile Device Center on your PC, you can view Workabout Pro4 files, drag and drop files between the Workabout Pro4 and the PC, connect to the Internet, and so on.

Synchronization



IMPORTANT

For information about using ActiveSync and Mobile Device Center on your PC, refer to “[Synchronizing E-mail with Outlook \(PC with Windows XP OS\)](#)” on page 3-9 and “[Synchronizing E-mail with Outlook \(PC with Windows Vista or Windows 7\)](#)” on page 3-10.

To download either ActiveSync or Mobile Device Center, visit the following Microsoft internet site:
<http://www.microsoft.com/windows-phone/en-gb/howto/wp6/sync/prepare-to-sync-windows-phone-6-5-with-my-computer.aspx>

Internet Sharing

This option allows you to use your Workabout Pro4 to connect your PC to the Internet. Before you can use *Internet Sharing*, you must make certain that you have established a data connection on your Workabout Pro4.



Creating an Internet Connection

Follow the steps in this section only if you have not already setup an Internet connection.

You'll need the following information before you begin:

From your cellular service provider: data connectivity information, access point name and PAP/CHAP security settings.

From your Internet service provider (ISP) or wireless service provider: access point name and password and any additional security information.

For a GPRS, 1xRTT or dialup connection:

- Tap on **Start>Settings>Connections**. Tap on the **Connections** icon.
- Under *My Work Network*, tap **Add a new modem connection**.
- Type a **name** for the connection, and choose **Cellular Line (GPRS)**, or for 1xRTT connections, choose **Cellular Line**. Tap on **Next**.
- Type the **phone number** or **access point name** provided by your service provider, and tap **Next**.
- Type the **credentials** supplied by your service provider, and tap **Finish**.

Using Internet Sharing



NOTE Make certain that your data connection is running and that you can access the Internet from the Workabout Pro4. If you are using a USB cable to connect to your PC, you will need to disable the ActiveSync USB connection.

- On your PC, open the **ActiveSync** window, and tap on **File>Connection Settings**. If you are using *Windows Mobile Device Center*, tap on *Mobile Device Settings>Connection Settings*.
- Disable **Allow USB connection** by tapping in the checkbox to the left of this option.
- Connect the Workabout Pro4 to your PC using *Bluetooth* or a *USB cable*.
- On your Workabout Pro4, tap **Start>Internet Sharing**.
- Choose the **PC Connection** type – USB or Bluetooth.
- Choose the **network connection** that the Workabout Pro4 should use to connect to the Internet.
- Tap **Connect**. It takes approximately 30 seconds to establish a connection. (If you are prompted to turn on *Bluetooth*, tap **Yes**.)

For PC Running Windows XP or Earlier

If you are using a *Bluetooth* connection, execute the following steps **on your PC**:

- Tap **Start>Control Panel>Network Connections**.
- Right-click on **Bluetooth Network Connections**, and click on **Bluetooth Network Devices**.
- If the Workabout Pro4 is listed as a *Network Access Point*, choose **Connect**. If it is not listed, choose **Create a new connection** and use the *New Connection Wizard* to add the Workabout Pro4 to the list.

For PC Running Windows Vista or Windows 7

If you are using a *Bluetooth* connection, execute the following steps **on your PC**:

- Tap **Start>Control Panel>Network & Sharing Center**.
- Double-tap on **Set up a new connection or network**.
- In the *Choose a connection option* screen, double-click on **Connect to a Bluetooth personal area network (PAN)**.

A *Devices and Printers* screen is displayed.



NOTE Make certain that *Bluetooth* is enabled on your Workabout Pro4 and that it is discoverable – on your Workabout Pro4, tap on **Start>Settings>Connections**. Tap on the *Bluetooth* icon. Scroll to the **Mode** tab. If they are not already enabled, tap in the checkbox (add an 'x') next to **Turn on Bluetooth** and **Discoverable**.

- In the *Devices and Printers* screen, tap on the **Add a device** button.

Your Workabout Pro4 is displayed in the *Add a device* screen.

- Double-tap on your **Workabout Pro4** icon.

You are asked to choose a pairing option – *Create a pairing code for me*, or *Enter the device's pairing code*.

- If a pairing code has been assigned to your Workabout Pro4, choose **Enter the device's pairing code**, and type the **Workabout Pro4 passcode** on your PC *and* on your Workabout Pro4.
- If a pairing code has not been assigned to your Workabout Pro4, choose **Create a pairing code for me**, and type the **Workabout Pro4 passcode** on your PC *and* on your Workabout Pro4.

A message will appear on your Workabout Pro4 indicating that you have successfully paired your Workabout Pro4 with your PC. Your Workabout Pro4 will appear in *Control Panel>Devices and Printers*.

Task Manager

The *Task Manager* screen lists all running tasks (applications) or processes. This applet provides a number of options to manage these.



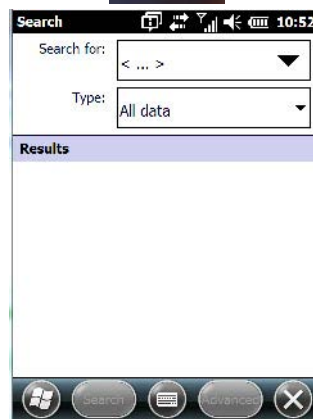
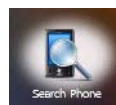
IMPORTANT

For details about using the Task Manager, refer to [“Task Manager” on page 4-68](#).

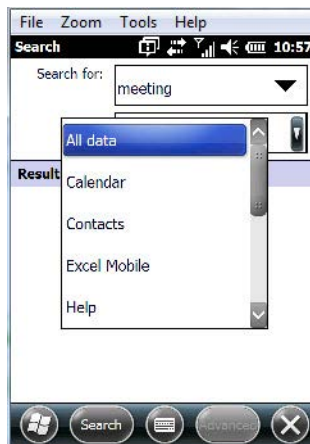
Search Phone

This feature allows you to conduct a search through the data stored on your phone.

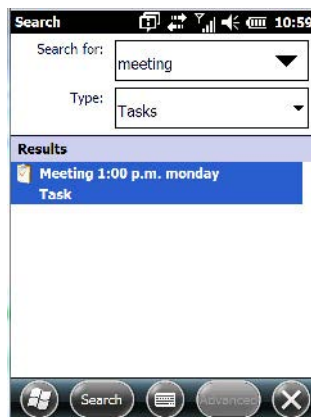
- Tap on **Start>Search Phone** icon.



- Tap in the **Search For field**, and type the information or a fragment of the information for which you are searching.
- In the **Type:** drop-down menu, choose the location in which you want to conduct the search.



- Tap on the **Search** softkey key.



The results of your search are displayed in the *Search* screen.

Office Mobile

This icon contains the following abridged Microsoft programs: *Excel Mobile*, *OneNote Mobile*, *PowerPoint Mobile*, *SharePoint Workspace Mobile* and *Word Mobile*.



- Tap on **Start>Office Mobile**.

Excel Mobile

Excel Mobile is an abridged version of Microsoft Excel, an electronic spreadsheet program. If you're familiar the Excel application on your PC, you'll be able to navigate *Excel Mobile*.

In addition to providing the tools to manipulate text and numeric values like statistics, percentages, using formulas that perform calculations, and so on, this program can also include graphics such as pie charts.

Excel Mobile allows you to copy Excel workbooks from your PC onto your Workabout Pro4 and update them while you're away from your desk.

- Tap on **Start>Office Mobile>Excel Mobile**.

- If a list of workbooks is displayed rather than a new sheet, you'll need to create a new workbook. To create a workbook:
- In *Excel Mobile*, tap the **Menu>File>New**.

OneNote Mobile

You can use *OneNote Mobile* to take notes wherever you are and then synchronize your notes with a notebook section in the OneNote version on your PC. For example, you can:

- Snap pictures of business cards on your Workabout Pro4 and then bring them into *OneNote* on your PC.
- Create short text notes and voice recordings on your Workabout Pro4 to remind you about important meetings, ideas, etc. and synchronize them with your notes.
- Prepare information in *OneNote* on your PC and then transfer it to your Workabout Pro4 where it will be available to you wherever you and your Workabout Pro4 go.



IMPORTANT

Remember that you must have Microsoft Office OneNote 2010 and the latest version of ActiveSync or Windows Mobile Device Center installed on your PC before you can set up a partnership between your Workabout Pro4 and your PC.

Setting Up a Partnership

- Start **Office OneNote** and **ActiveSync** or **Windows Mobile Center** on your PC.
- Connect the Workabout Pro4 to your PC; you can use a USB cable or a *Bluetooth* connection.

When a connection is established between the Workabout Pro4 and your PC, ActiveSync displays a *New Partnership* screen.

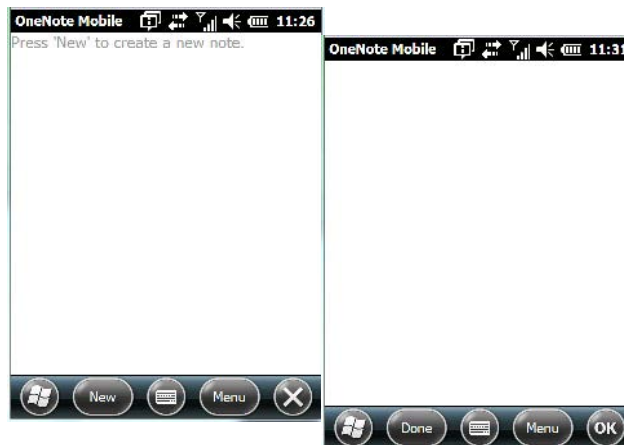


- Choose **Standard partnership**, and tap on **Next**.
- To share information between *OneNote Mobile* and *Office OneNote 2010* on your PC, tap **Synchronize with this desktop computer**, and then tap on **Next**.
- Tap on **Finish** to begin the partnership between the Workabout Pro4 and the PC. Now you'll be able to pass notes back and forth between your PC and your Workabout Pro4.

Creating A Note

- Tap on **Start>OfficeMobile>OneNote Mobile** icon. Tap on **New** in the softkey bar to display a blank note.

- Tap on **New** to create a note page. Begin typing.



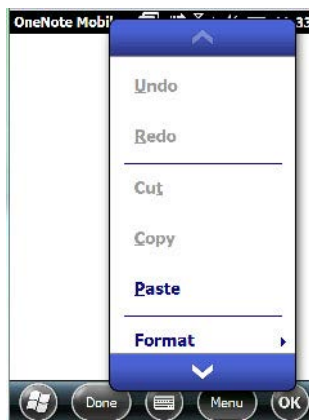
- When you complete your note, tap on **Done**.



NOTE Remember that you can tap on the Menu softkey to Undo typing, add Formats (Bold, Italic, Underline, Strikethrough), and include Lists (Numbered, Bulleted, Clear).

Using the OneNote Menu

Tapping on *Menu* displays a list of options to help you work with the *OneNote Mobile* applet.



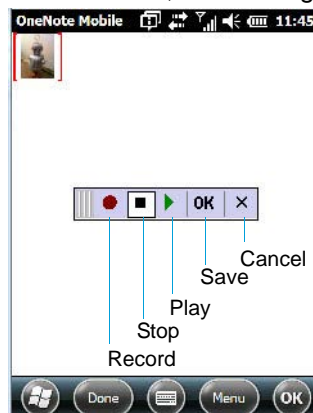
- **Undo, Redo, Cut, Copy** and **Paste**: These commands operate in the same way as they do in any Windows Office application.
- **Format**: Tapping on this command lists the formatting options you can apply to your note: *Bold*, *Italic*, *Underline*, *Strikethrough* and *Clear All*.
- **Take Picture**: When you tap on this option, the Workabout Pro4 switches to camera mode so that you can snap a picture to include in your note.



Press **[ENTER]** to snap a photo that is automatically inserted into your note.



- **Insert Picture:** Tapping on this command automatically displays your *My Pictures* folder where you can tap on an existing picture to insert it into your note.
- **Insert Recording:** When you tap on this command, a recording panel is displayed.



Tap on the **Record** button to *record* your message.

Tap on **Stop** when you've completed your message.

Tap on **Play** to *listen* to your voice message.

To *discard* your message, tap on **X** – the **Cancel** button.

To save your message, tap on **OK**. An audio icon is displayed in your note. You can tap on it to listen to your message.



Synchronizing Workabout Pro4 One Note With PC OneNote

- Connect the Workabout Pro4 to your PC using either a USB cable or *Bluetooth*.

When the connection is complete, take one of the following steps:

- In *Microsoft ActiveSync* on your PC, choose **Sync** or
- On your *Workabout Pro4*, tap on **Start>ActiveSync**, and then tap on **Sync**.

During synchronization, the notes you created on your Workabout Pro4 are copied to a new Office OneNote 2010 notebook called *OneNote Mobile* on your PC. When synchronization is done, you can drag the transferred notes into any other sections and other notebooks on your PC.

Word Mobile

If you've used Microsoft Word on your PC, Word Mobile will be familiar to you. Keep in mind however that *Word Mobile* is designed for a small screen and limited memory.

NOTE Keep in mind also that a Word document created on your PC can lose key formatting features such as styles and tables if you make changes to it on your Workabout Pro4.

- Tap on **Start>Office Mobile>Word Mobile**.

NOTE If you've already created a Word document, it will be listed in a Word Mobile window. To launch a new Word document, you'll need to tap on the New softkey.

Text Input Modes

In addition to the soft keyboard, you can enter text using the *Workabout Pro4* keyboard, soft keyboard or the *transcriber*.



IMPORTANT

Refer to [“Notes” on page 3-20](#) for details about the transcriber and soft keyboard text input methods.

Sharing Documents with your PC

Documents created on a PC are recognized by your Workabout Pro4. However, some formatting is lost when a Word document is converted to a Word Mobile document. This loss also occurs when you open a *.doc* file and change it on the Workabout Pro4.

**IMPORTANT**

To avoid problems, work on copies of .doc files. In addition, keep in mind that you can use the Terminal Services Client program to log onto a desktop PC that is also running Terminal Services, and then you can use any program on your PC, including Microsoft Word (rather than Word Mobile).

Refer to “[Remote Desktop Mobile](#)” on page 3-37.

PowerPoint Mobile

PowerPoint Mobile works just like the desktop version that may be installed on your PC. To launch this program on your Workabout Pro4:

- Tap on **Start>Office Mobile>PowerPoint Mobile**.

SharePoint Workspace Mobile

SharePoint Workspace Mobile allows you to open, edit, and save documents that are on a SharePoint site (a web site that lets you and others share and collaborate on documents, projects, schedules, and so on).

- Tap on **Start>Office Mobile>SharePoint Mobile**.
- Tap on the **Address** softkey to highlight the web address field. Type the **SharePoint address** you want to access.
- Tap on **Go** to access documents in the SharePoint site you specified.



NOTE To access a SharePoint site using SharePoint Workspace Mobile from inside your organization, you need to set up a Wi-Fi connection that lets you access a SharePoint site on your company's network.

PartnerUp

This app displays a number of pre-loaded applications. Tapping on an app in the list takes you to an associated web site.

The operator can then install the application. If a license is required, it can be obtained by sending an e-mail to the software license mailbox or by contacting a Sales Rep from the Psion contact web page.

www.pSION.com/us/about/contact_pSION-offices.htm

Additional pieces of software such as a server must be obtained through Motorola.



HomeVU

HomeVU allows the administrator to tailor how the Workabout Pro4 operates and the options the user can access. Note that the look of the *Today* screen will change from icons that are finger accessible to a list of items that is best accessed using a stylus.



IMPORTANT

For details about this application, refer to [“HomeVU” on page 4-56](#).

Modem Link

Modem link allows you to use the GPRS connectivity on your phone to connect your laptop or PC to the Internet.



Remote Desktop Mobile

This program allows you to log onto a Windows Terminal Server and run the desktop programs from the server on your Workabout Pro4.



Connecting to a Terminal Server

- Tap on **Start>Remote Desktop Mobile**
- In the *Remote Desktop* screen, choose a **Computer** from the drop-down menu.
- Type your **User name**, **Password**, and **Domain** (if required). Tap on **Connect**.

Disconnecting Without Ending a Session



IMPORTANT

These commands are accessed from the Start menu in the Terminal Services screen used to access the PC's commands. Do NOT use the Start menu on your Workabout Pro4.

- In the *Remote Desktop Connection* window, tap on **Start>Shutdown**.
- Tap on **Disconnect>OK**.

Ending a Session

- In the *Terminal Services Client* screen, tap on **Start>Shutdown**.
- Tap on **Log Off>OK**.

WiFiConnect?? A.R.C.



- Tap on the **Start** button to access the *WiFiConnect A.R.C.* icon.

The *WiFiConnect A.R.C.* utility provides a quick method to configure a device for use on a private network, primarily for use with Active Remote Configuration (A.R.C.).

WiFiConnect A.R.C. configures the default WiFi interface. The WEP key is set to **PsionPsion123**. The SSID is set to **Psion**. The default interface becomes the active interface. Keep in mind that you must configure the access point and the hand-held(s) to use the same settings.

Refer to the *Active Remote Configuration (A.R.C.) Administrators Guide*, PN 8000252, for details about updating devices on your network. This manual is available at:

<http://community.pSION.com/knowledge/w/knowledgebase/1189.aspx>

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Overview of Software

Motorola Software Advantage

Motorola Software Advantage is a collection of applications and features designed to support system administrators and end users. These tools enable enterprises to customize the product to meet their needs and to maximize productivity.

- App Launch KeysHomeVU
- Battery HealthTweakIt
- Bluetooth Manager
- DataWedgeManage Triggers
- Dr. DebugTotal Recall
- PartnerUpFusion Wireless Companion

Microsoft Software

Windows Embedded Hand-Held (WEH) 6.5 is a 32-bit, real-time Operating System. The OS is compatible with line of business applications written for Windows Mobile 6.x that protects previous investments in the Windows Mobile platform.

Some other major components of WEH 6.5 are:

- Office Mobile 2010 (Word, Excel, PowerPoint, OneNote SharePoint)
- Internet Explorer 6
- Remote Desktop protocol

Settings

The applets contained under the *Settings* icon in the *Start* screen allow you to tailor how your Workabout Pro4 behaves, the appearance of the *Today* screen, and so on. The *Settings* applications are further divided into *Personal*, *System*, and *Connection* options.



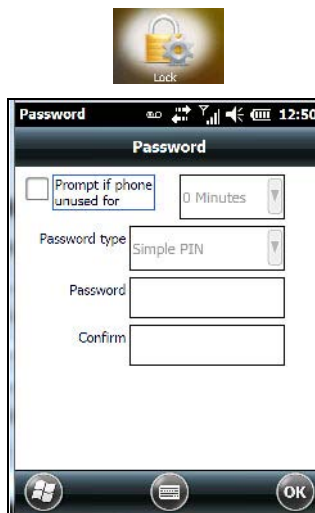
Clocks & Alarms

Refer to “Time, Date and Alarms” on page 2-17 for details about this applet.

Lock

This option allows you to assign a password to protect access to your phone service.

- Tap on **Start>Settings**, and then tap on the **Lock** icon.



It is critical that you store your password in a safe place. If you forget it, a ‘clean start’ must be performed by certified personnel. A clean start returns the Workabout Pro4 to factory settings. Only the data stored in a CF or SD memory card are preserved.

- Tap in the checkbox next to **Prompt if phone unused for** to turn on password protection for your phone service.
- Choose the amount of time that the unit can remain idle before you are prompted to enter your password.
- In the *Password* type drop-down menu, choose the type of password you prefer to assign. *Simple PIN* allows you to enter a minimum of four numeric characters. *Strong alphanumeric* requires a minimum of 7 characters and must contain at least three of the following: uppercase and lowercase alpha characters, numbers and punctuation.
- Type your password in the **Password** field.
- Retype your password in the **Confirm** field.
- Tap on **OK**. A dialog box asks whether or not you want to save your password settings. Tap on **YES** to save your password assignment.

Home

The *Home* applet is used to customize your *Today* screen.

- Tap on **Start>Home** icon to display this applet.



Appearance Tab – Changing the Theme (Background)

The *Appearance* tab allows you to change the background appearance of the Today screen.

- Tap on the **theme** or background you want to use. Tap on **OK** to assign the background you've chosen to your Workabout Pro4.

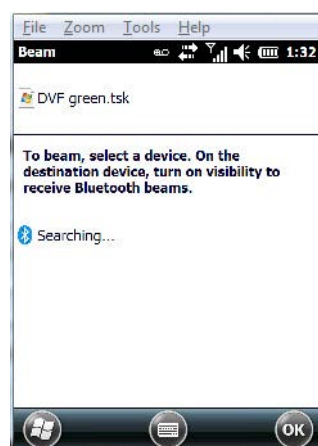


NOTE You can also use a personal picture as your background. Tap on the checkbox to the left of **Use this picture as the background**, and tap on the **Browse** button to locate your picture.

Beaming a Theme to Another Device

You can also *beam* your selection to another device. To scan for visible devices and beam a theme:

- Choose a **theme** or background, and tap on the **Beam** button.

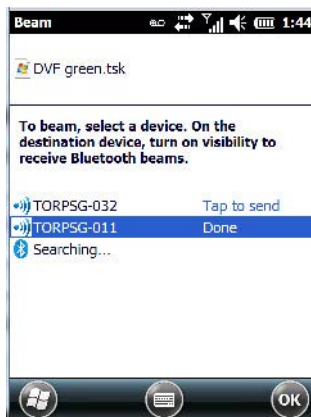


The Workabout Pro4 scans for visible devices within range of the hand-held and lists them in the *Beam* screen.

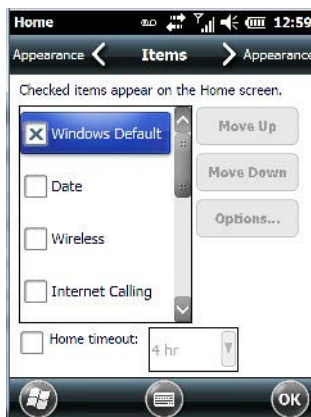
- Tap on the device to which you want to send the theme.

A *File Receive Confirmation* dialog box appears on the device to which you are beaming the theme. If the recipient taps on **OK**, the file is downloaded onto their device. Note that the recipient can also tap on *Browse* to store the theme file in a different location.

Once the recipient clicks on *OK* to accept the file, the device you chose is marked as *Done*.



Items Tab – Customizing the Today Screen



The items you see in the *Today* screen are *Windows Default* items. The *Items* tab allows you to customize the screen to suit your purposes.



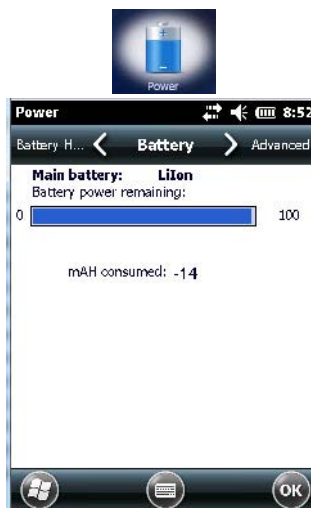
NOTE Refer to “Customizing the Today Screen” on page 2-16 for details about this screen.

Power

The *Power* applet provides information about the battery installed in your Workabout Pro4, and it allows you to define the behaviour of your Workabout Pro4 to minimize power consumption.

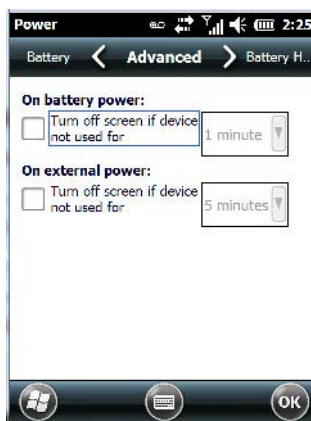
- Tap on **Start>Settings>Power** icon.

Battery Power



This tab monitors and displays the current battery capacity of the battery installed in the Workabout Pro4.

Advanced Tab



This tab allows you to tailor how long the Workabout Pro4 can remain idle before the screen is turned off while running on battery power and also on external power.

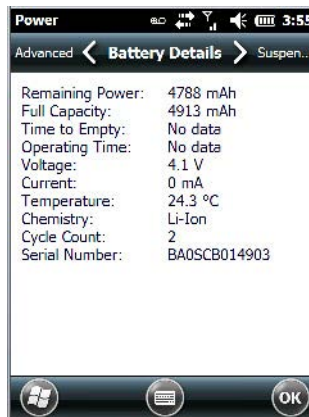


NOTE The options in the screen behave like **Suspend** mode. If the screen turns off, the unit is in suspend mode – tapping on the touchscreen or pressing a key opens the screen in which you were working before it was ‘turned off’.

- To determine behaviour when the unit is running *On battery power*, tap in the checkbox to the left of **Turn off screen if device is not used for**.
- Tap in the drop-down menu next to this option, and choose the number of **minutes** the unit can remain idle before the screen is turned off.
- To determine behaviour when the unit is running *On external power*, tap in the checkbox to the left of **Turn off screen if device is not used for**, and choose a value in the associated drop-down menu.

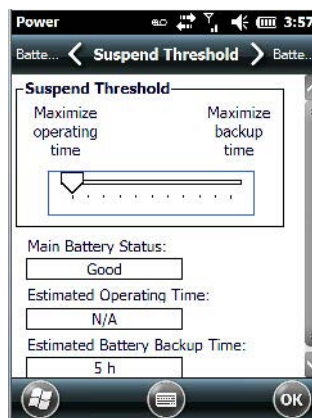
Battery Details Tab

- In the scrolling tab bar, tap on the **Battery Details** tab.



This tab lists the specifications and battery capacity status of the battery installed in the Workabout Pro4. This is a view-only screen.

Suspend Threshold and Estimated Battery Backup



The *Estimated Battery Backup* is the amount of battery power that has been reserved or set aside to protect data until a fully charged battery can be installed in the Workabout Pro4. When the battery capacity is depleted up to the *Estimated Battery Backup Time* reserve specified in the *Suspend Threshold* tab, the Workabout Pro4 shuts off automatically and uses the reserve power to preserve the data stored on the Workabout Pro4. Once the unit shuts down, it cannot be switched on until a fresh battery is installed, or the unit is inserted in a docking station or cradle.

- Slide the **Suspend Threshold** button to the right to increase the battery capacity reserved for backup purposes. Data will be preserved to a maximum of 100 hours.
- Slide the **Suspend Threshold** button to the left to decrease the power reserved for backup purposes; this increases the Workabout Pro4 operating time – the amount of time the Workabout Pro4 will operate before shutting down – but reduces the power reserved for backup purposes to a minimum of 24 hours.

Internal super-capacitors will protect the data stored in the Workabout Pro4 while the depleted battery is swapped for a fully charged one.



NOTE Once the battery is removed, the super-capacitor will preserve the data stored on the Workabout Pro4 for approximately 4 minutes. It is critical that you install a charged battery before this time elapses.

Battery Health

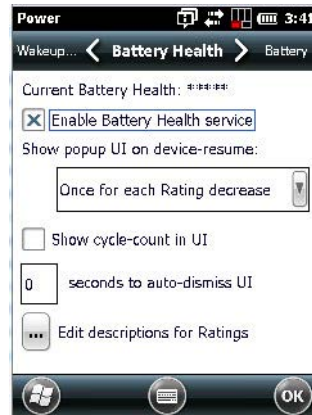
The *Battery Health* tab provides an estimate of battery health based on a number of different measurements, beyond battery capacity.



IMPORTANT

The Battery Health Meter is an estimate and should not be depended on to provide a 100% account of battery condition.

- In the scrolling tab bar, tap on the **Battery Health** tab.

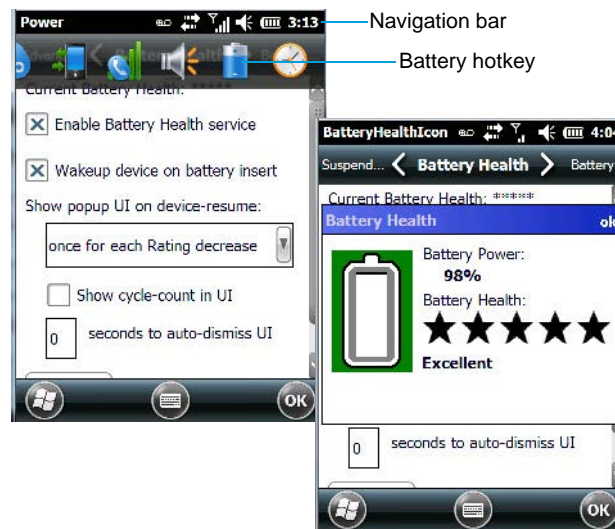


Current Battery Health Meter

The *Current Battery Health Meter* default values are shown here as ***** (*Excellent*), *** (*Used*), and * (*Battery should be replaced*).

To display the *Battery Health Meter*.

- Tap on the **navigation bar**, scroll to and click on the **battery hotkey**.



The image above shows the default *Excellent* status screen.

Enable Battery Health Service

This option allows you to enable or disable the battery health service.

Show Popup UI on Device-Resume

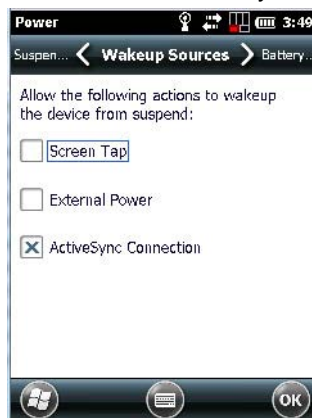
The drop-down menu attached to *Show Popup UI on Device-Resume* allows you to determine when the battery status pop-up user interface (UI) will appear based on the battery health.

Edit – Changing Ratings Text

You can customize the ratings text with the *Edit* button. By enclosing your text within the html tag used for *Bold* (or removing the tag to unbold the text), you can change the text that will appear in the pop-up battery status screen. For example, the default text *Excellent* might be changed to: *Battery is excellent, and will last one day shift.*

Wakeup Sources

This dialog box allows you to choose the actions that will wake your unit from a suspend state.

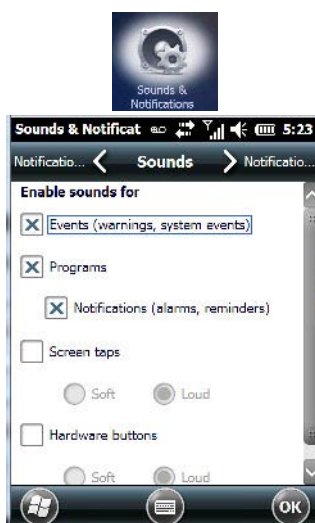


Sound & Notifications

The *Sounds & Notifications* icon allows you to specify when your Workabout Pro4 will emit sounds.

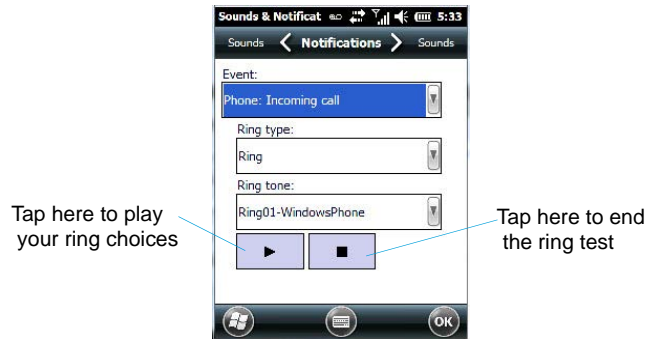
Sounds Tab

- Tap on **Start>Settings**, and then tap on the **Sounds & Notifications icon** to display this dialog box.



- Tap on the **checkboxes** and **radio buttons** to enable the event(s) that will cause your unit to emit a sound.

Notifications Tab



This tab allows you to choose an event, and for each event, choose the audio notification or sound that the Workabout Pro4 will emit for that event. For example, suppose you choose *Wireless network detected* from the *Event:* drop-down menu. If you check *Play sound*, the unit will emit an audible sound when a network is detected. You can also choose a number of associated options to tailor this option to your needs.

- Choose an event from the **Events** drop-down menu.
- Choose the relevant options for the *Event* you've chosen.
- To test your choice, tap on the arrow in the dialog box.

Connections Folder

This folder icon contains the applets you'll need to set up connections using *Bluetooth* and an 802.11 radio.

- Tap on **Start>Settings>Connections folder** icon.



Beam

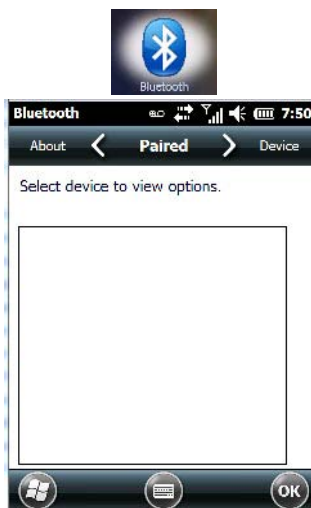
Enabling the *Beam* applet makes your Workabout Pro4 visible and available to others wanting to beam information to your unit.



Bluetooth Setup

Bluetooth is a global standard for wireless connectivity for digital devices and is intended for Personal Area Networks. The technology is based on a short-range radio link that operates in the ISM band at 2.4 GHz. When two *Bluetooth*-equipped devices come within a 10 meter range of each other, they can establish a connection. Because *Bluetooth* utilizes a radio-based link, it does not require a line-of-sight connection in order to communicate.

- Tap on **Start>Settings**. Tap on the **Connections Folder** icon followed by the **Bluetooth** icon.



Turning the *Bluetooth* Radio On

Before pairing a headset or any other *Bluetooth* device with your Workabout Pro4, make certain that the *Bluetooth* device power is enabled and that the radio is switched on; it is enabled by default. If, for some reason, it has been disabled:

- Scroll to the **Mode** tab.
- Tap in the checkbox next to **Turn on Bluetooth**.
- Turn your *Bluetooth* device on and place it within a few feet of your Workabout Pro4.
- If needed, set your *Bluetooth* device to visible (discoverable) so that the hand-held can detect it and establish a connection.

The Devices Tab - Scanning for *Bluetooth* Devices

- Scroll to the **Device** tab.



- To discover and list all *Bluetooth* devices in range of the Workabout Pro4, tap on the **Scan** button in the softkey bar at the bottom of the screen.

The *Workabout Pro4* scans for *Bluetooth* devices within a 10 meter range. Any *Bluetooth* devices within range appear in the *Bluetooth* list box. Any existing devices previously discovered and listed will also be displayed.



NOTE To limit the scope of the scan to a particular type of device, refer to 'Filtering by Class of Device (COD)' in the next section.

The *Clear* button removes all *Bluetooth* devices listed except those with currently paired and connected services.

Device Pop-up Menu

The *Device* pop-up menu allows you to pair a device, update a device name or delete a device from the list.



Pair begins the pairing process by querying the services and profiles of the discovered device. An authentication dialog box is displayed the first time a *Bluetooth* device is paired.

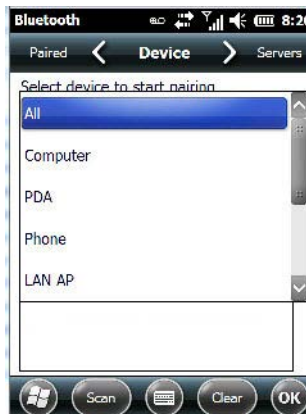
Rename allows a new name to be assigned to a highlighted device.

Refresh Name repeats the device name query, updating the name. This command is useful if a device is listed without a name (unknown), or if a device name has been changed remotely.

Delete removes this device from the list.

Filtering by Class of Device (COD)

The drop-down menu at the top of the *Device* tab allows you to limit the scope of the scan to a particular type of device. If, for example, you choose *Computer* from this menu, only computers within range of the Workabout Pro4 are listed in the *Device* tab. Choosing *All* lists all detected devices.



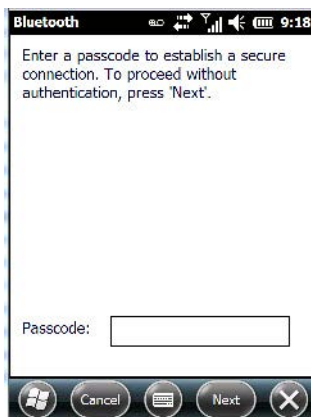
Pairing a Device

If you intend to pair a device (a headset, for example), power the device on and bring it within 10 meters of the Workabout Pro4 before proceeding with the discovery process described below.

To pair devices:

- Follow the manufacturer's instructions to place the remote device in pairing mode.
- Choose the **Devices** tab and **Scan** for devices in your area.
- When the scan is complete, tap on the **device** to which you want to pair.
- In the pop-up menu, choose **Pair**.

An *authentication* dialog box is displayed.

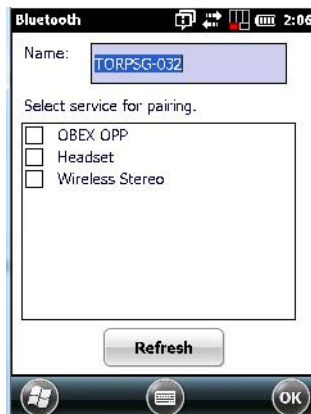


- If the remote device has authentication *enabled*, type the **PIN** in this dialog box.
- To proceed *without* authentication, tap on **Next**.



NOTE If a remote device has authentication enabled and you've skipped the authentication process, a pop-up screen will ask if you want to allow the remote device to connect to the Workabout Pro4. Tap on **Yes** and type the PIN. When authentication is complete, tap on **Done**.

After entering the device PIN, the *Services* dialog appears with a list of services available for that device.



- Click in the checkbox to the left of the service to activate it.
- Click on **Done**.

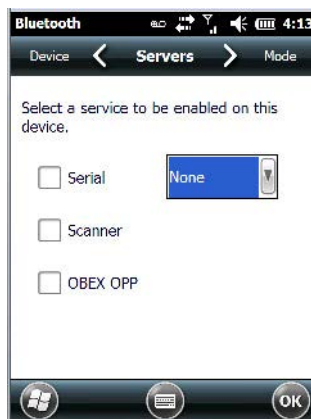


NOTE If you choose a service requiring additional information, associated dialog box is automatically displayed where further details can be completed.

Once you've completed the information:

- Tap on **Next** and then in the *Services* screen, tap on **OK**.

Servers Tab



When a remote *Bluetooth* device initiates a *Bluetooth* connection to the Workabout Pro4, the remote device is considered the 'Bluetooth master' and the hand-held, the 'Bluetooth slave'. In order for the remote device to connect to the Workabout Pro4, the Workabout Pro4 must offer a service in the form of a server. The *Servers* tab allows these services to be enabled and configured. There are three server services available: *Serial*, *Scanner* and *OBEX OPP* (*Object Exchange-Object Push Profile*).

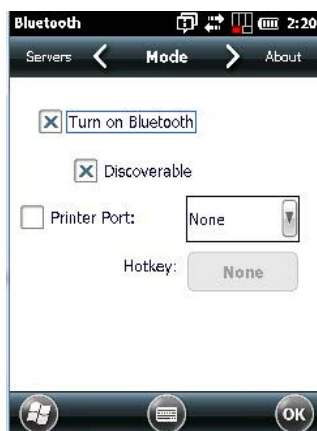
Serial server enables the *Serial Port Profile* server; a *Serial Port* can be selected from the drop-down menu. Keep in mind that when a port is chosen, an application must be open (connected) to the chosen port for a remote device to be able to connect.

Scanner server enables a *Serial Port Profile* server and then relays it to the *Scanner Service* (SCS). This is used for *Bluetooth* barcode scanners that operate in client mode. SCS opens the server port and handles the scanner input.

OBEX OPP server enables the Object Push Profile server. A warm reset must be performed on the Workabout Pro4 after a change is made to this option. The OPP Server allows other Bluetooth devices to send files to this device.

- Tap on the checkbox to activate the server – the associated port name is displayed beside the server name.

Mode Tab



When *Turn on Bluetooth* is checked, *Bluetooth* features are available. If this option is disabled, you cannot send or receive information using *Bluetooth*.

When *Discoverable* is enabled, other *Bluetooth* devices within range (approximately 10 meters) can detect your Workabout Pro4 and can establish a bond or use a Bluetooth service. Note that other devices can detect your unit whether or not a bond has been created.

About Tab



Name displays the broadcasted name of the Workabout Pro4. The name can be changed in the *About* applet – tap on **Start>Settings>System>About** icon. Tap on the **Device ID** tab, and change the name.

Local Address displays the MAC address (BD_Addr) of the *Bluetooth* chip.

HCI Version & *LMP Version* display the version of the chip firmware.

Component indicates the version of the *Bluetooth* Subsystem (the manager, drivers, etc).

Profiles lists the supported profiles on this specific Workabout Pro4.

Paired Tab

This tab lists all paired devices and their corresponding services. The format of the name is <Device Name>:<Service Name>. Additional information may appear in this screen such as the *Port Numbers* for Serial Profiles service.



- Tap and hold down the stylus on an item in the *Paired* tab to display an associated pop-up menu.



This is a service-dependent menu – that is, it varies slightly depending on the service chosen in the *Servers* tab.

Query Services and Remove Commands

i **NOTE** The **Query Services** and **Remove** commands are available in all service-dependent menus, regardless of the type of service chosen.

- *Query Services* displays a Services dialog box where a pairing service is chosen.
- *Remove* unpairs the highlighted service and deletes the entry from the tab.

OBEX OPP (Object Exchange-Object Push Profile) Commands

The OPP defines two roles – a *Push Server* and a *Push Client*. *Push Server* is the device that provides an object exchange server. *Push Client* is the device that pushes and pulls objects to and from the Push Server.

OBEX OPP contains the following unique menu option:

- *Send File* displays an *Open File* dialog box where the file to be sent can be selected. When the transmission begins, another dialog box tracks the progress of the file transmission.

HSP/HFP (Headset Profile/Hands-Free Profile) Service Commands

The *HSP (Headset Profile)* allows users to connect their device to *Bluetooth* enabled headsets and other audio devices.

HSP/HFP services provide the following unique menu options:

- *Connect Audio* establishes an audio connection to the *Bluetooth* headset.
- *Disconnect Audio* disconnects the audio connection from the *Bluetooth* headset.
- *Volume Control* displays a dialog box where the headset and microphone volume can be adjusted.

Connecting Using a Bluetooth GPRS Phone

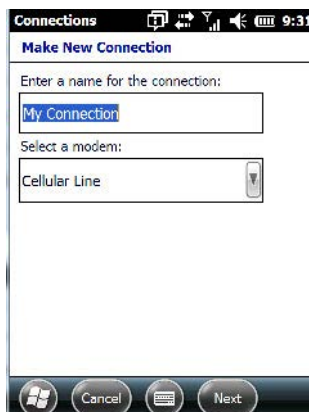
Once you've completed the *Bluetooth* settings, you can go ahead and set up communication through your *Bluetooth*-equipped phone.

Before you begin, make certain that the *Bluetooth* phone is turned on, that the *Bluetooth* radios in your Workabout Pro4 and phone are enabled (turned on), and that the hand-held and phone are within 10 metres of each other. Both should be discoverable.

1. Tap on **Start>Settings**, and then tap on the **Connections** folder icon.
2. Tap on the **Connections** icon. Tap on **Add a new modem connection**.



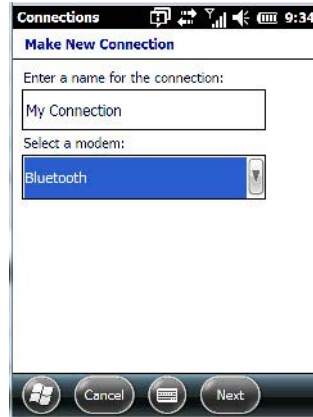
3. Type a name for the connection.



4. Tap on the **Select a modem** drop-down menu, and choose **Bluetooth**. Tap on **Next**.



NOTE If you are using another device to connect to the Internet, you can choose a different modem from the drop-down menu.



5. Make certain that the phone is discoverable. Some phones also need to be pairable in order to accept a bonding request. Refer to your phone documentation for additional information.
6. If the phone appears in the *My Connections* list, skip to step 13. If not, go to step 7.
7. In the list, tap the **phone** you want to connect to, and then tap on the **Next** button. (Note that if your phone is not listed, tap on *Add new device*, and choose the phone from the list.)
8. In the *PIN* screen, type a **personal identification number** (PIN) – you can enter up to 16 characters.
9. Enter the **same PIN** on the phone.
10. If you wish, you can edit the name of the phone in the *Name* field.
11. Tap on the **Finish** button.
12. In the *My Connections* list, tap on the **phone**, and then on **Next**.
13. Enter the **dial-up phone number** for this connection, and tap on **Next**.
14. In the *User name*, *Password* and *Domain* fields, enter the **logon information** for this connection, and tap on **Finish**.

You can begin using the *Bluetooth* phone connection, for example, to send and receive e-mail, browse the Internet with Internet Explorer, and so on.

Connections – Connecting to the Internet

To activate a connection, make certain that any necessary equipment (such as a radio) is installed in your Workabout Pro4.

You'll need the following information from your ISP to make an Internet connection:

- ISP server phone number,
- user name, and
- password.

You'll need to tap on **Start>Settings**, and then tap on the **Connections** folder icon to display the connections applets.



1. In the *Connections* screen, tap on the **Connections** icon.

i NOTE In the Connections window, the Tasks tab is used to create new connections and manage existing ones. The Advanced tab allows you to choose a network. If you need to change these settings, contact your ISP or network administrator before making changes.

2. Tap on **Add a new modem connection**.
3. In the **Select a modem** drop-down menu, choose a modem connection. If you haven't already created a modem connection, refer to "[Modem Connection Setup](#)" on page 4-22.
4. To connect to the Internet, launch the program you want to use. For example, launch Internet Explorer on your Workabout Pro4 to browse the Internet. Your Workabout Pro4 automatically connects.

i NOTE To set up a network card or wireless network connection to your ISP, add a new connection under **My Work Network**.

Modem Connection Setup

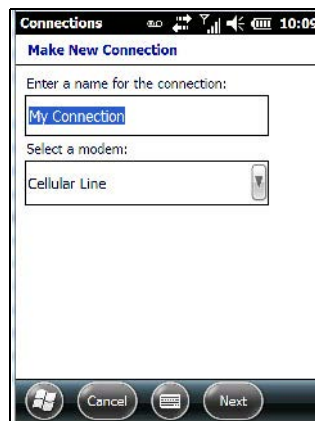
Before you begin, you'll need the following information from your ISP or network administrator: *telephone number, password, domain name, and TCP/IP settings*.

If your Workabout Pro4 does not have access to a mobile phone network, insert a modem card in the unit.

1. Tap **Start>Settings**. Tap on the **Connections** folder icon followed by the **Connections** icon.
2. To create a new connection in *My Work Network*, tap on **Add a new modem connection**.



3. In the *Make New Connection* screen, type a **name** for the connection.

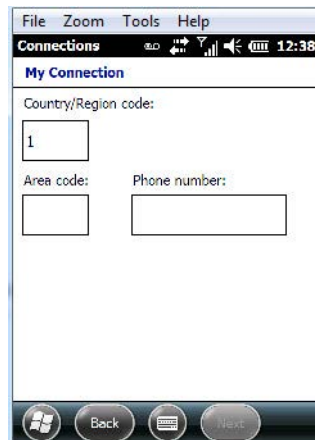


4. In the drop-down menu under *Select a modem*, tap on your **modem type**.

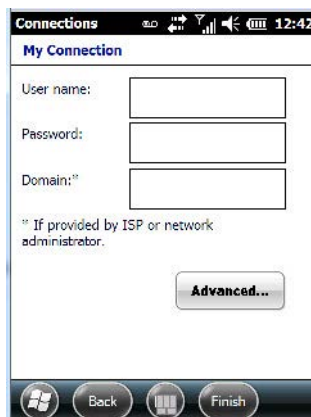


WARNING If your modem is not listed in the drop-down menu, choose Hayes Compatible on COM1.

5. In the *My Connections* screen, enter the **phone number** exactly as you want it dialed. If, for example, you need to dial 9 for an outside line, enter 9 at the beginning of the phone number.



6. Tap on the **Next** button.



7. Type the **User Name**, **Password** and **Domain Name** as provided by your ISP or network administrator.



NOTE Generally, you will not need to change any of the Advanced settings. For information about Advanced Modem Settings, review the next section.

Changes to Advanced settings are only required in the following instances:

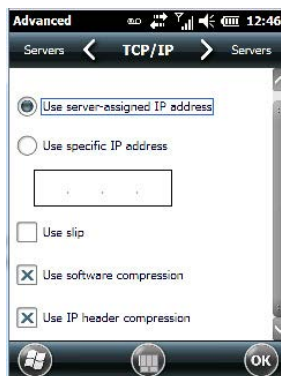
- To change the baud rate settings, dialing string commands or credit card options.
- To change port settings.
- To enter TCP/IP settings because the server to which you are connecting does not dynamically assign addresses.

8. Tap on the **Finish** button.

Advanced Modem Settings

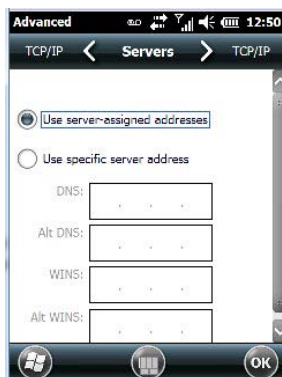
TCP/IP Settings Tab

If your server assigns IP addresses dynamically, you will not need to change these settings. If you need to make changes, contact your ISP or network administrator for addresses.



Server Settings Tab

If your server assigns IP addresses dynamically, you will not need to change these settings.



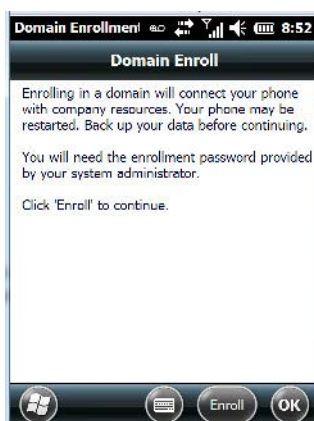
Servers requiring assigned IP addresses may also need a way to map computer names to IP addresses. The Workabout Pro4 supports a variety of name resolution options: *DNS*, *Alt DNS*, *WINS* and *Alt WINS*.

Your ISP or network administrator can determine which name resolution you need, and can also provide the server address. In addition, you will want to ask if alternate addresses are available. An alternate address may allow you to connect when the primary server is not available.

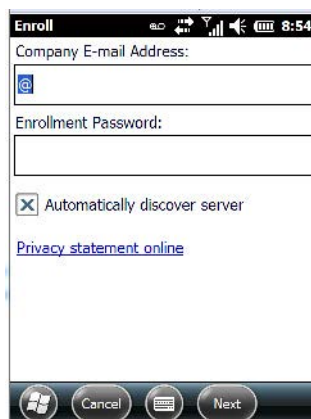
Domain Enroll

To protect sensitive company data, businesses use firewalls and proxy servers to limit access to company resources to company employees only. If you need to access information on your company server remotely, the *Domain Enrollment* utility allows you to sync your Workabout Pro4 credentials with your company enrollment server, allowing you to access your work remotely.

- Tap on **Start>Settings>Connections>Domain Enroll**.



- Tap on the **Enroll** button.



- Enter your **enrollment password** – supplied by your company's network administrator or generated from your company pre-enrollment wizard.
- Type your **company e-mail address** and the **enrollment password** provided by your network administrator.



NOTE If you uncheck **Automatically discover server**, a Server field is displayed where you must manually enter the server name.

Allow a few minutes for your Workabout Pro4 to sync and enroll in your company domain. You may need to restart your unit after the enrollment process is completed.

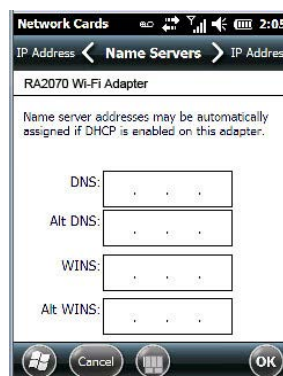
Network Cards

When the network card is inserted in your unit for the first time, the *Network Settings* screen is displayed automatically so that you can configure the card. If it does not appear, or if you want to change settings:

- Tap on **Start>Settings>Connections**.
- Tap on the **Network Cards** icon.



- If you need to specify server information, double-tap on the appropriate **adaptor**, and then tap on the **IP Address** and/or **Name Servers** tab.

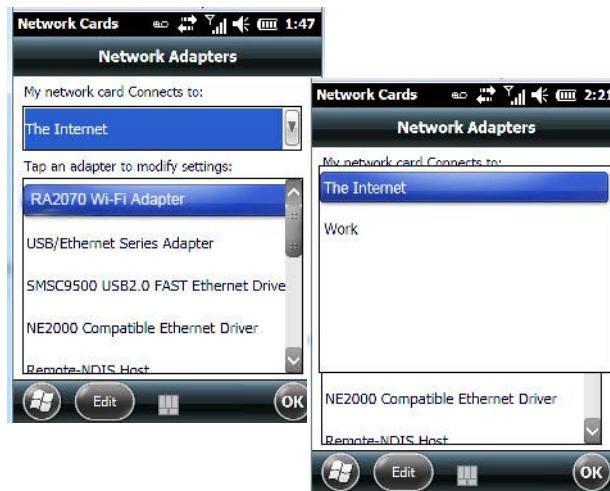


NOTE Because most networks use DHCP, you should not need to change these settings unless instructed to do so by your network administrator.

- If necessary, use a network cable to connect the network card to your network. Refer to the documentation shipped with your network card for details.
- To activate the connection, launch the desired program (e.g., Internet Explorer). The Workabout Pro4 will connect automatically.

Changing Network Card Settings

- If you use your network card in two locations like work and home, you'll need to change the network to which the network card connects.
- Tap on **Start>Settings>Connections>Network Cards**.
- In the *Configure Network Adapters* dialog box, tap on the drop-down menu below *My network card connects to*, and choose either **The Internet** or **Work**.

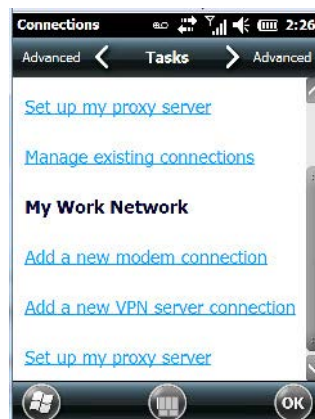


VPN Connection Setup

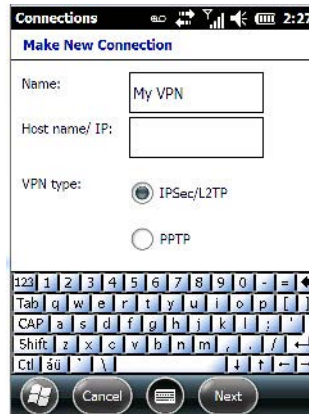
A *VPN connection* provides a secure connection to servers through the Internet.

Before you begin, you need the following information from your network administrator: *password*, *domain name*, *TCP/IP settings* and a *host name* or *IP address* of the VPN server.

- Tap on **Start>Settings**. Tap on the **Connections folder** icon followed by the **Connections** icon.



- Under *My Work Network*, tap on **Add a new VPN server connection**.



- In the *Name* field, type a **name** for this connection.
- In *Host name/IP*, type the **VPN server name** or **IP address**.
- Tap on the *VPN type* radio button next to the type of authentication for your Workabout Pro4: **IPSec/L2TP** or **PPTP**. Your network administrator will let you know which option applies to your unit.
- Tap on **Next**.
- Choose the type of authentication in this screen. If you choose *A pre-shared key*, type the key provided by your network administrator.
- Tap on **Next**.
- Type your **user name**, **password** and **domain name**. If a domain name was not provided to you, try the connection without entering a domain name.



NOTE Normally, you will not need to change any advanced settings. You will need to make changes only under only the following circumstances:

- The server to which you are connecting does not dynamically assign addresses, and TCP/IP settings need to be entered.
- Server DNS or WINS settings need to be changed.

If you need to edit the *Advanced* settings, refer to [“Advanced Modem Settings” on page 4-24](#) for details about this tab.

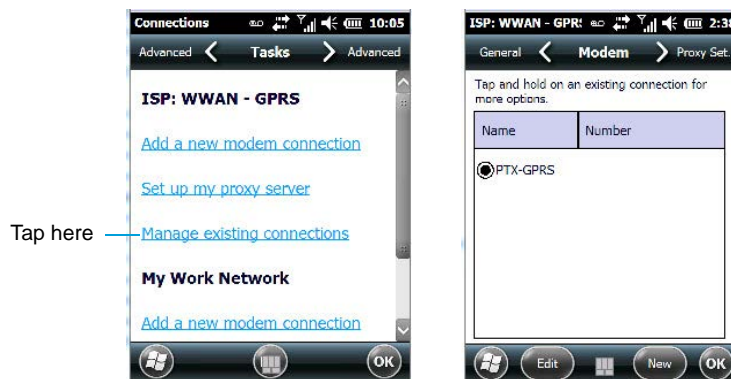
- Tap on **Finish**.
- Launch a program like Internet Explorer to activate the connection. The VPN connection will start automatically.

Managing an Existing Connection

Once you’ve defined a connection, a new option appears in the first *Connections* screen – *Manage existing connections*.

Editing a Connection

- Tap on **Start>Settings>Connections folder** icon. Tap on the **Connections** icon.
- Tap on **Manage existing connections**.



- To launch a connection from this screen, press and hold the stylus on the connection you want to activate. Choose **Connect** from the pop-up menu.
- To delete a connection, press and hold the stylus on the connection you want to delete. Choose **Delete** from the pop-up menu.



NOTE You can also create a new connection by tapping on the **New** button. To make changes to the settings for this connection, tap on **Edit**.

Changing a Connection Setting Name

Your Workabout Pro4 has two sets of connection settings: *My ISP* and *My Work Network*. If you want to change one or both of these options to something more familiar to you, follow these steps.

- Tap on **Start>Settings**. Tap on the **Connections folder** icon followed by the **Connections** icon.
- Under *My Work Network* or *My ISP*, tap on **Manage existing connections**.
- Tap on the **General** tab.



- Type the name you prefer in the field below *Enter a name for these settings*.
- Tap on **OK**.

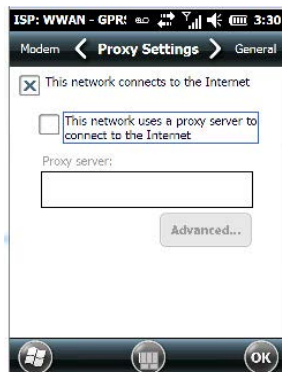
Proxy Server Tab



NOTE If you are connected to your ISP or private network during synchronization, the Workabout Pro4 will download the appropriate settings during synchronization from your PC. If these settings are not on your PC, or if they need to be changed, you'll need to set up the proxy server connection manually.

To set up the proxy server connection manually, you'll need the following information: *proxy server name, server type, port, type of Socks protocol used, and the user name and password.*

- Tap **Start>Settings**. Tap on the **Connections** tab followed by the **Connections** icon.
- Under *My Work Network*, tap on **Set up my proxy server**.



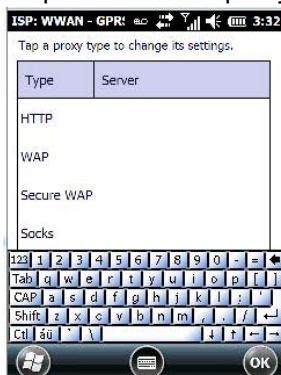
- Tap in the checkbox next to **This network connects to the Internet** and **This network uses a proxy server to connect to the Internet**.
- In the *Proxy server* field, type the **proxy server name**.
- Tap on **OK** to save your changes.



NOTE If you need to change advanced settings such as a port number or proxy server type, you'll need to tap on the **Advanced** button rather than tapping on OK. Advanced settings are described in “Changing Advanced Proxy Server Settings” in the next section.

Changing Advanced Proxy Server Settings

- To change advanced settings such as the port number or proxy server type, tap on the **Advanced** button.



- Tap on the *proxy type* you want to change. For the appropriate server type, type the proxy server name and port.
- Tap on **OK**.

Selecting a Network

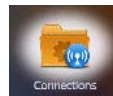


NOTE Normally, you will not need to change these settings. Contact your ISP or network administrator before making any changes.

Private networks are used for work-related activities. Internet networks are used for home connection to your ISP. The *My Work Network* settings are used for *private network connections (corporate networks)*, while *My ISP settings* are used for *Internet network connections*.

When you use programs such as Internet Explorer, your Workabout Pro4 automatically connects using private network settings under *My Work Network* or Internet settings under *My ISP*, depending on specifications. You can determine how your Workabout Pro4 connects.

- Tap **Start>Settings>Connections folder** icon.



- Tap on the **Connections** icon, and then tap on the **Advanced** tab.



- Tap on **Select Networks**.
- In the appropriate list, choose **My ISP** or **My Work Network**.

Fusion Wireless Companion - Setting Up the XWing2 802.11a/b/g/n Radio

i NOTE For information about setting up your radio using *Windows Wireless Zero Config*, refer to [Appendix C: "Wireless Zero Config Settings"](#).

Workabout Pro4 contains an integrated 802.11a/b/g/n radio module. The *Fusion Wireless Companion* software is used to configure the radio for one or more wireless network profiles. Each profile specifies the security parameters used to connect to a particular WLAN as identified by its Extended Service Set Identification (ESSID). The *Fusion Wireless Companion* software also allows the operator to control which profile out of a set of profiles is used to connect. Follow the steps in this section to help configure the radio in your unit.



WARNING Due to regulatory requirements, this unit is set to **Enable 802.11d** by default. If your **Access Point does not support this setting, your unit may not be able to properly connect to the network.**

A network profile contains settings for SSID (Service Set Identifier) and security options.



NOTE In most situations, the configuration of your 802.11 radio will require parameter settings and access keys from a network administrator.

Connecting to the Internet

To connect to the Internet on a WLAN when using *Fusion Wireless Companion*, ensure that the network card settings is set to *Internet*.

- Ensure the Fusion is enabled and a profile is configured.
- Tap on **Start>Settings>Connections>Wi-Fi**.
- In the *My network card Connects to* drop-down menu, choose **The Internet**.
- Tap on **OK**.

Fusion Setup

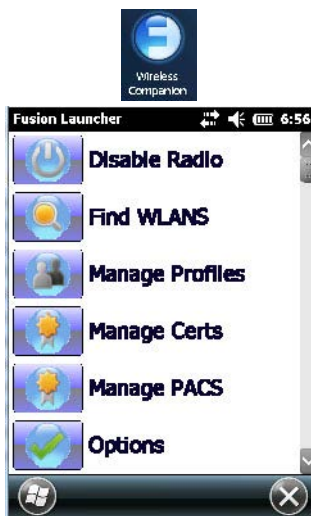


NOTE WLAN configuration information must be obtained from the system administrator before performing Fusion setup procedures.

- In the *Today* screen, tap on the **Fusion** softkey at the bottom of the screen to display the *Fusion Launcher* dialog box. Alternately, you can tap on **Start>Wireless Companion>Wireless Launch**.



NOTE The Fusion setup example following uses *Open* encryption. Depending on what you choose, the setup may vary slightly.

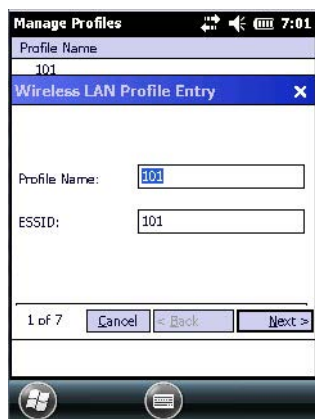


The *Fusion Launcher* items and their corresponding applications are summarized in the table following.

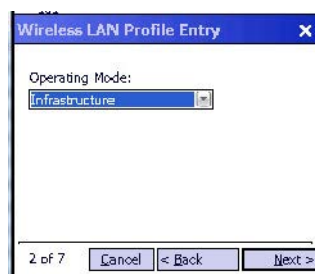
Application	Description
Find WLANS	Displays a list of the WLANs active in the area.
Manage Profiles	Used to create new profiles and manage and edit existing profiles.
Manage Certs	Used to manage authentication certificates.
Manage PACs	Used to manage a list of Protected Access Credentials (PAC) used with Extensible Authentication Protocol-Flexible Authentication via Secure Tunneling (EAP-FAST) authentication.
Options	Provides options which allow the user to configure the Fusion option settings.
Wireless Status	Displays the status of the current wireless connection (view only).

Application	Description
Wireless Diagnostics	Provides tools with which to diagnose problems encountered with the wireless connection.
Log on/off	Displays the Network Login dialog box used to log on to a particular profile or to log off the currently active profile.
Fusion Help	Displays extensive on-device Help.

- Tap on **Manage Profiles**.
- Tap and hold the stylus on the **Manage Profiles** window, and choose **Add** from the pop-up menu to display the *Wireless LAN Profile Entry* window.
- In the *Profile Name* dialog box, type a **name for the profile**
- In the *ESSID Profile ID* dialog box, type the **ESSID**.



- Tap **Next** to display the *Operating Mode* dialog box.

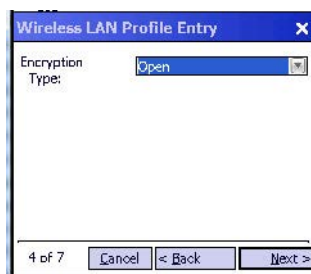


- In the *Operating Mode* drop-down menu, choose **Infrastructure**. (Keep in mind that because the *Regulatory* option for this unit is set to *Enable 802.11d* by default, the operating mode is limited to *Infrastructure*.)
- Tap **Next** to display the *Security Mode* dialog box.

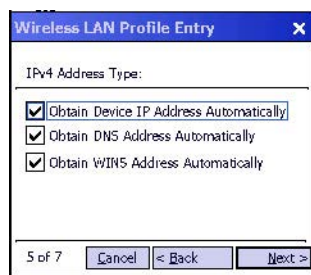


- In the *Security Mode* drop-down menu, choose **Legacy (Pre-WPA)**.

- In the *Authentication* drop-down menu, choose **None**.
- Tap **Next** to display the *Encryption* dialog box.



- Choose an **Encryption Type** from the drop-down menu.
- Tap **Next** to display the *IPv4 Address Entry* dialog box.

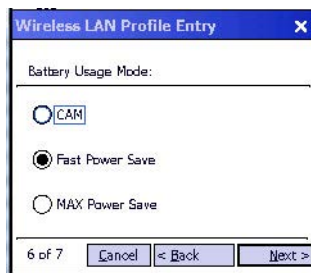


- Ensure that all three items are checked. Tap on **Next**.

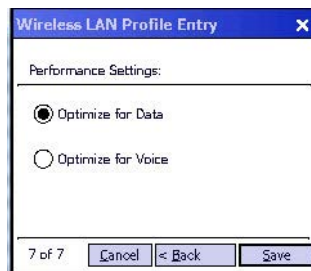


NOTE These *IPv4 Address Type* options are enabled (checked) by default. If you deselect one or more of them, additional dialog boxes are displayed where you can specify the IP Address, Subnet Mask, Preferred Gateway and Alternate Gateway.

- Tap **Next** to display the *Battery Usage* dialog box, and choose a power consumption option.



- Tap **Next** to display the *Performance Settings* dialog box, and choose one of the performance options.



- Tap **Save**.

Resetting the Radio to Default Factory Settings

Resetting your unit, including a clean start, will not return the radio settings to the default values. To reset the radio to factory settings:

- Tap on **Start>Wireless Companion>Wireless Launch** to display the *Fusion Launcher* screen.
- In the *Fusion Launcher* screen, choose **Options**.
- In the drop-down menu, choose **Data Management**. Tap on the **Reset Options** and **Reset Datastore** buttons, and tap on **OK**.
- Press and hold down the **[FN/BLUE]** and **[Power]** button to perform a *warm reset*.

Wireless Manager – Turning the Radio On and Off

The *Wireless Manager* icon acts as a connection manager, providing access to all network connection types.

- Tap on **Start>Settings>Connections folder** icon. Tap on the **Wireless Manager** icon.



This screen is used to switch the wireless network connection on and off. This screen also provides access to the setup screens for each wireless connection.

- To turn connections on and off, tap on the item(s) in the list.
- To turn off all wireless connections, tap on **All**.

The *Menu* softkey at the bottom of the screen provides a shortcut to the setup screens for each of the options listed in the *Wireless Manager* screen.



Personal Folder

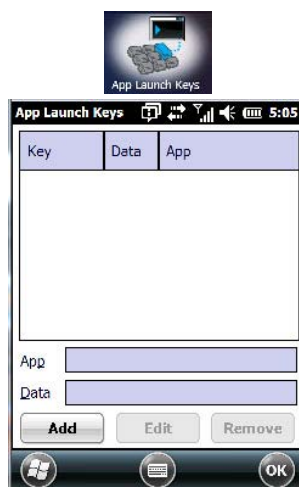
- Tap on **Start>Settings>Personal** icon.



App Launch Keys

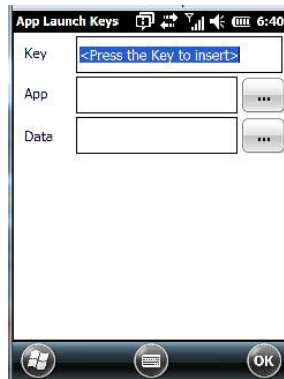
This icon allows you to map a key to an application so that you can then launch the application from a single key-press.

- Tap on **Start>Setting>Personal>App Launch Keys** icon.



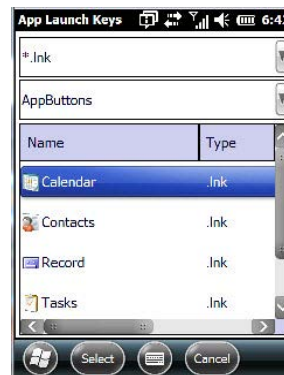
To assign an application key:

- Tap the **Add** button.



- Press the key you want to use to launch an application. (If an unsupported key is pressed, a message appears on this screen letting you know.)

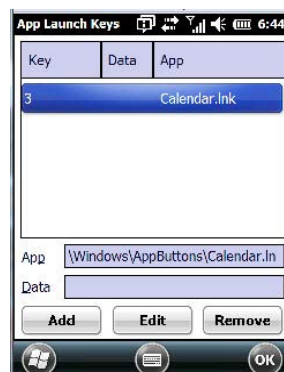
The cursor moves to the *App* field and a new screen is displayed where you can choose the application to which you want to assign the application key. If you need to, you can Browse through the information in your hand-held until you locate the application you want to launch.



- Once you've selected the file you want to map, tap on **OK**.

The cursor moves to the *Data* field. You can use this field if you need to assign special parameters to your application launch key. If you don't want to assign any parameters, you can leave the *Data* field blank. If, for example, you want to assign an application launch key to launch the Word Mobile application, you can leave this field blank. If you want to assign an application launch key that will open a specific document in the Word Mobile application, you need to browse to and choose that document while the cursor is in the *Data* field.

- Tap on **OK**.

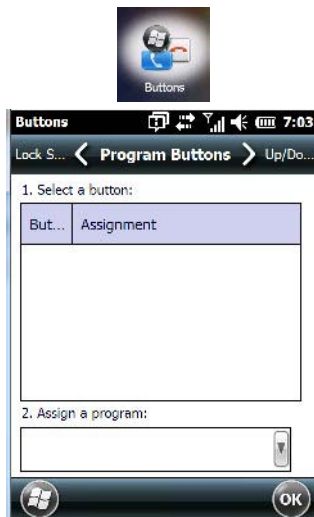


- If you need to *Edit*, *Remove* or *Add* another App Launch Key, you can do it from this final screen. Otherwise, tap on **OK** to save your *Application Launch Key*.
- To launch the application you chose, press the application key you assigned.

Buttons

A number of apps are included under this icon.

- Tap on the **Start>Settings>Personal>Buttons** icon to display the apps.

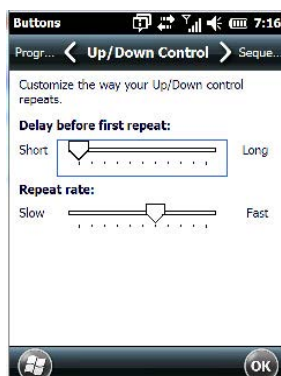


Program Buttons Tab

In the *Program Buttons* tab, you can customize the program hardware buttons to open your most used programs.

- Under *Select a button*, tap on the **button** to which you want to assign a program.
- Choose a program from the **Assign** drop-down menu.

Up/Down Control Tab



- Tap on **Start>Settings>Personal>Buttons** icon to display this screen. Scroll to the **Up/Down Control** tab.

Sliding the *Delay before first repeat* bar to the left decreases the delay between key repeats while sliding the bar to the right increases the repeat delay time.

Sliding the *Repeat rate* bar to the left slows the rate at which an [Up/Down] button repeats when pressed. Sliding the bar to the right increases the key repeat rate.

OneShots



The options in this tab allow you to determine how modifier keys on your Workabout Pro4 behave. For each modifier key – [ALT], [SHIFT], [CTRL], [FN/ORANGE] and [FN/BLUE] – you have the following options in the drop-down menu: *Lock*, *OneShot*, and *OneShot/Lock*.



IMPORTANT

Once you've assigned a OneShot mode to a modifier key, you need to tap on the OK button at the top of the tab to activate your selection.

Lock

If you choose *Lock* from the drop-down menu, pressing a modifier key once locks it 'on' until you press the modifier key a second time to unlock or turn it off.

OneShot

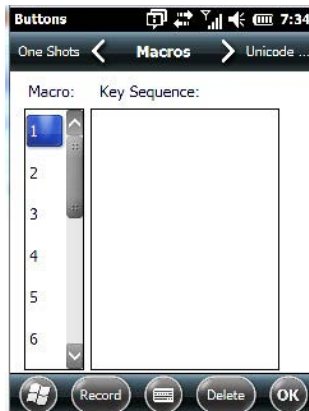
If you choose *OneShot*, the modifier key remains active only until the next key is pressed.

OneShot/Lock

OneShot/Lock allows you to combine these functions. When you choose this option and you press the modifier key once, it remains active only until the next key is pressed.

If you press the modifier key twice, it is locked 'on', remaining active until the modifier key is pressed a third time to turn it 'off'.

Macro Keys



A macro key is a single keypress that can be configured to output up to 200 characters (including [ENTER], [BACKSPACE], [DEL], function keys, arrow keys, etc.). This feature can save time and effort when entering frequently used key sequences. For example, a macro key can be programmed to output a standard signature, such as “Sincerely yours, Bob” with a single keypress.

For all keyboard types, you can program up to 15 macro keys. Some Workabout Pro4 keyboards have macro keys ([M1], [M2] and so on) that are physically present on the keyboard. When you record a macro sequence and assign it to one of these predetermined macro keys, pressing that key (e.g., [M1]) executes the macro and sends the programmed key sequence to the hand-held as if it were entered from the keyboard.

If your keyboard does *not* have dedicated macro keys, or if you wish to use macro keys beyond the ones that are already present on the keyboard, you need to use Scancode Remapping to remap keyboard keys to act as macro keys (see “[Scancode Remapping](#)” on page 4-42). For example, if you record a key sequence to Macro 7, you could then use *Scancode Remapping* to remap the [z] key so that pressing it executes Macro 7 rather than the letter [z].

Recording and Saving a Macro

- In the *Macro* menu, highlight a Macro number. Tap on the **Record** button.

A *Record Macro* screen is displayed.



- Type the **macro sequence** you want to assign to a keyboard key. You can type text and numbers, and you can program the function of special keys into a macro.
- When you’ve finished recording your macro sequence, tap on the **Stop Recording** button.

A new screen displays the macro sequence you created.

- Tap on the **Save** button to save your macro. Your macro key sequence is listed in the *Macro* screen.

- Tap on **OK** to save your macro key assignment.

Executing a Macro

- To execute a macro, press the key to which you've assigned the macro.



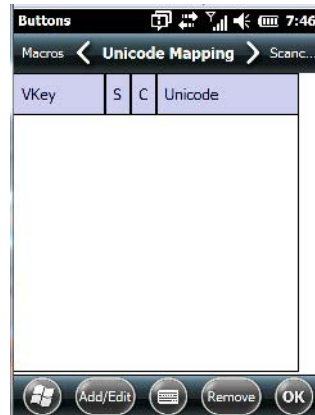
NOTE Keep in mind that if you plan to program additional macros beyond the Macro keys on your keyboard, or if your keyboard is *not* equipped with dedicated macro keys, you will need to use [“Scancode Remapping”](#) on page 4-42 to assign a keyboard key that will act as a macro key.

Deleting a Macro

- In the *Macros* tab, highlight the macro number you want to delete.
- Tap on the **Delete** button.

Unicode Mapping

- Tap on the **Unicode Mapping** tab to display this screen.



The *Unicode Mapping* tab is used to map combinations of virtual key values and [CTRL] and [SHIFT] states to Unicode™ values. This tab shows the configured Unicode character along with the Unicode value. For example, “a (U+0061)” indicates that the character “a” is represented by the Unicode value “0061”, and so on. Keep in mind that Unicode configurations are represented as hexadecimal rather than decimal values.

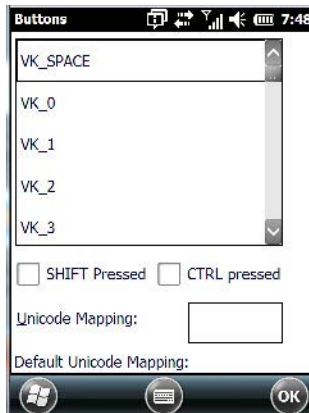
All user-defined Unicode mappings are listed in the Unicode Mapping tab in order of virtual key value, and then by order of the shift state. If a Unicode mapping is not listed, the Unicode mapping is mapped to the default Unicode value.

Adding and Changing Unicode Values



NOTE Changes to Unicode mappings are not saved until you exit the Unicode Mapping tab by tapping on [OK].

- Tap on the **Add/Edit** button.



- Highlight a value in the Unicode mapping list.
- Position the cursor in the *Unicode Mapping* field, and type a **Unicode value** for the highlighted key.



NOTE To add a shifted state – [SHIFT] and/or [CTRL], tap on the checkbox next to ‘SHIFT Pressed’ and/or ‘CTRL Pressed’.

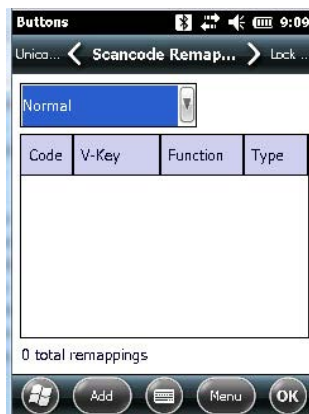
Removing Unicode Values

- In the *Unicode Mapping* tab, highlight the item you want to delete, and tap on the **Remove** button.

Scancode Remapping

A scancode is a number that is associated with a physical key on a keyboard. Every key has a unique scancode that is mapped to a virtual key, a function, or a macro. Scancode Remapping allows you to change the functionality of any key on the keyboard. A key can be remapped to send a virtual key (e.g. VK_F represents the ‘F’ key; VK_RETURN represents the [ENTER] key, etc.), perform a function (e.g. turn the scanner on, change volume/contrast, etc.) or run a macro.

There are four different tables of scancode mappings: the Normal table, the Orange table, the Blue table and the Shift table. The Normal table defines unmodified key presses; the *Blue* table defines key presses that occur when the [FN/BLUE] modifier is on; the *Orange* table defines key presses that occur when the [FN/ORANGE] modifier is on; the *Shift* table defines key presses that occur when the [SHIFT] modifier is on. The default mappings of these scancodes can be overwritten for each of these four tables using *Scancode Remapping*.



The first column in the *Scancode Remapping* tab displays the scancodes in hexadecimal. If the scancode is remapped to a virtual key, that virtual key is displayed in the column labelled *V-Key*. In the column labelled *Function*, virtual keys that are ‘Shifted’ or ‘Unshifted’ are displayed.

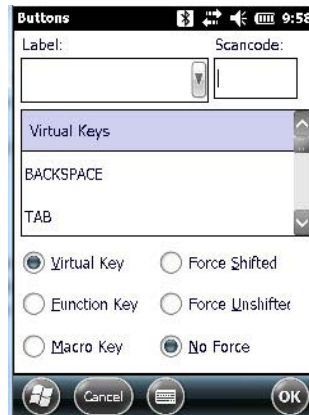
If the scancode is remapped to a function or a macro, the first and second columns remain blank while the third column contains the function name or macro key number (e.g., Macro 2).

Adding a Remap

To add a new remapping:

- Tap the **Add** button at the bottom of the dialog box.

The *Remap Scancode* dialog box is displayed.



- Type the scancode in hexadecimal in the field labelled **Scancode**.



NOTE The **Label** field displays the default function of the scancode you are remapping.

Virtual Key, Function and Macro

The radio buttons at the bottom of the dialog box allow you to define to what the scancode will be remapped to: *Virtual Key*, *Function* or *Macro*.

When *Virtual Key* is selected, you can choose to force [SHIFT] to be on or off when the virtual key is sent. If *No Force* is selected, the shift state is dependent on whether the shift state is on or off at the time the virtual key is sent.

When *Function* is selected, a list of valid functions appears in the dialog box.

When *Macro* is selected, the macro keys available on your unit are listed in the dialog box.

- Choose **Virtual Key>Function** or **Macro**.
- Choose a function from the *Function* list, and tap on **OK**.

Editing a Scancode Remap

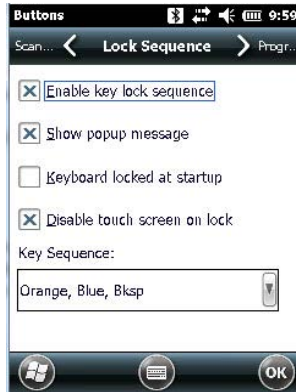
- In the *Scancode Remapping* tab, tap on the remap you want to edit.
- Tap on the **Edit** button, and make the appropriate changes.
- Tap on **OK** to save your changes.

Removing a Remap

- In the *Scancode Remapping* tab, highlight the scancode you want to delete, and tap on the **Menu** button, and choose **Remove**.
- Tap on **OK**.

Lock Sequence Tab

The *Lock Sequence* tab allows you to lock the hand-held keyboard to prevent keys from being pressed accidentally when, for example, the unit is inserted in a holster.



- To lock the keyboard, tap in the checkbox next to *Enable key lock sequence*.
- Tap in the checkbox next to *Keyboard locked at startup*.
- In the *Key sequence* drop-down menu, choose the key sequence you need to type to unlock the keyboard.
- Reset the Workabout Pro4 – press and hold down the **[FN/BLUE]** key and the **Power** button.



NOTE It is useful to leave the **Show popup message** enabled (default) so that anyone attempting to use the Workabout Pro4 keyboard will see the key sequence they will need to enter to unlock the keyboard displayed on the screen.

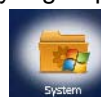
A locked keyboard icon is displayed in the softkey bar when the keyboard is locked.



- Type the key sequence to unlock the keyboard.

System Folder

- Tap on **Start>Settings>System** icon to display a group of system apps.



About

Tapping on *Start>Settings>System* tab, and then the *About* icon displays a grouping of tabs that provide device information.



Version Tab

This tab outlines the Windows Embedded Handheld 6.5 Professional version, processor information, memory size and a description of the expansion card, if one is in use.

Device ID Tab

This tab provides fields in which you can assign a *Device name* and *Description* (optional) for the Workabout Pro4. This name is used by the Workabout Pro4 to identify itself to other devices.

Keep in mind that this must be a unique name across a network. If you are unable to connect to a network because another device with the same name is already connected, you'll need to assign a new name here.

Copyrights

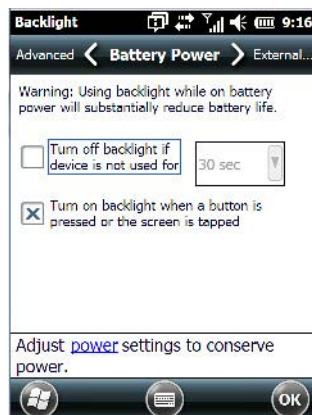
The *Copyrights* tab lists the copyright information for the software loaded on your Workabout Pro4.

Backlight – Screen and Keypad

Tapping on *Start>Settings>System* icon followed by the *Backlight* icon allows you to determine the *backlight* and *power* properties of the Workabout Pro4.



Battery Power Tab



This tab allows you to tailor the Workabout Pro4 backlight behaviour to best preserve battery life.

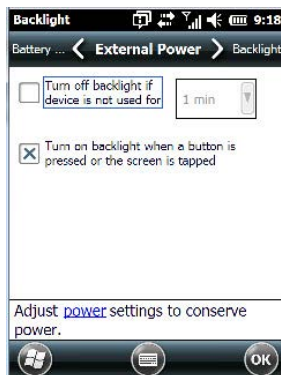
- To define how long the backlight should stay on when the Workabout Pro4 is not in use, tap in the checkbox to the left of **Turn off backlight if device is not used for**.



NOTE This option is essentially 'suspend' mode. If the backlight is turned off, tapping on the screen or pressing a key displays the screen in which you were working before the backlight turned off.

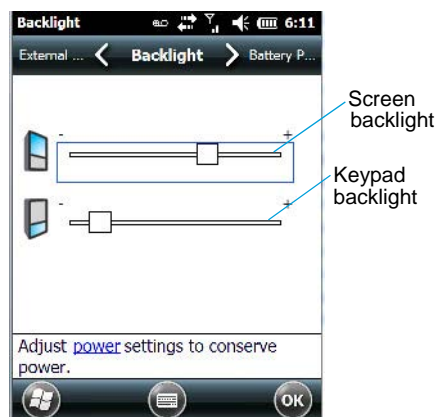
- Tap on the drop-down menu, and choose the number of seconds or minutes the backlight will remain on when the hand-held is idle.
- To **Turn on backlight when a button is pressed or the screen is tapped**, tap in the checkbox to the left of this option.

External Power Tab



This tab determines the behaviour of the backlight when the hand-held is using external rather than battery power. Refer to the instructions in [“Battery Power Tab” on page 4-45](#).

Backlight Tab



This tab allows you to tailor the backlight behaviour of the Workabout Pro4 screen and keypad to best preserve battery life. The *top* sliding button adjusts the screen brightness while the *bottom* sliding button adjusts the keypad brightness.

- Slide the buttons to the left to decrease brightness and to the right to increase brightness.

Certificates

- Tap on **Start>Settings**, and then tap on the **System** icon.
- Tap on the **Certificates** icon.



A public key is transmitted as part of a certificate. The certificates listed in the *Certificates* tabs ensure that the submitted public key is, in fact, the public key that belongs to the submitter. The hand-held checks that the certificate has been digitally signed by a certification authority that the hand-held explicitly trusts.

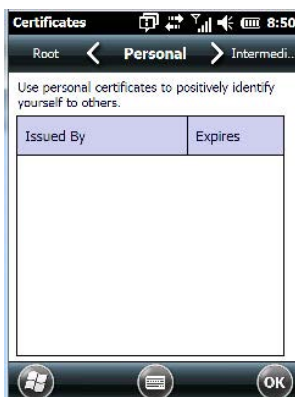
Your Workabout Pro4 has certificates already preinstalled in the unit. Personal certificates establish your identity, intermediate certificates, as the name suggests, identify intermediate certification authorities and root certificates establish the identity of the servers with which you can connect.

Choosing a Certificate

Normally, certificates already configured for your network are chosen automatically by the Workabout Pro4. If a certificate cannot be chosen automatically, you must choose it from the *Certificates* list.

- To choose a certificate, tap the desired certificate. Your Workabout Pro4 will connect automatically.

Personal Tab



The *Personal* tab lists the name of the certificate issuer and the expiration date.

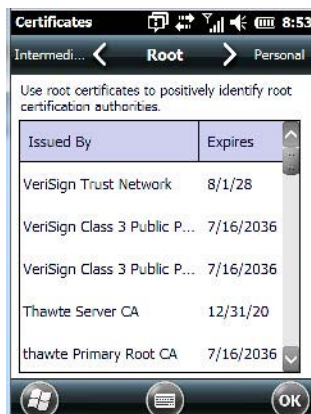
- To view additional information about a personal certificate, tap on a **certificate** in the list.
- To delete a certificate, tap and hold the stylus on the item you want to delete until a pop-up menu is displayed. Tap on the **Delete** command.

Intermediate Certificates

The items in this list help identify intermediate certification authorities.



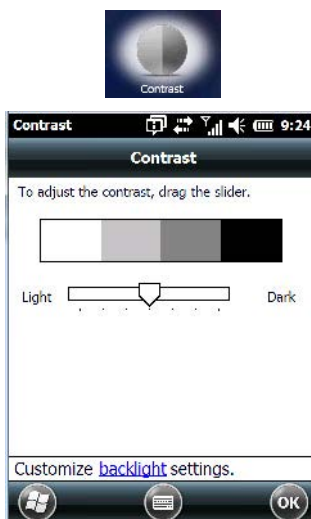
Root Certificates



- To view details about a certificate – who issued the certificate, to whom it was issued, the issue date and the expiry date – tap on a certificate in the list.
- To delete a certificate, tap and hold the stylus on a certificate. In the pop-up menu, tap on **Delete**.

Contrast

Tapping on the *Contrast* icon displays a screen in which you can tailor the screen contrast.



- Drag the sliding button between *Light* and *Dark* to achieve the desired screen colour contrast.

Customer Feedback

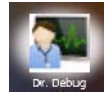
This option allows Microsoft to track how you use your Workabout Pro4 so that they can make improvements to the software. The radio buttons in this screen allow you to turn this feature on or off.



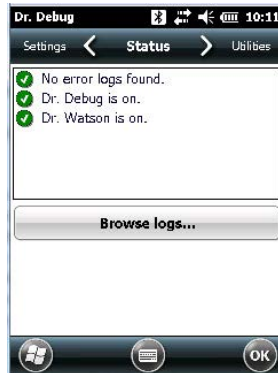
Dr. Debug

Dr. Debug is an error diagnostic tool.

- Tap on **Start>Settings>System**. Tap on the **Dr. Debug** icon.



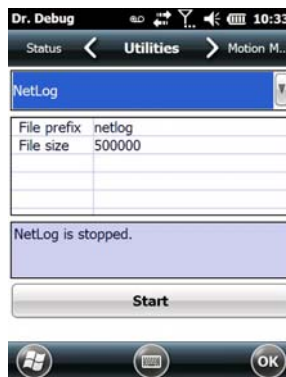
Status



This tab indicates the status (on/off) of the tools. Tapping on *Browse logs* displays error logs for your review.

Utilities

There are a number of utilities available through Dr. Debug. The *NetLog* utility is used to log network traffic. The *RilLog* utility captures Radio Interface Layer (RIL) debug outputs. When you tap on the *Start* button, debug data is collected so that, if necessary, it can be forwarded to a technician for evaluation.



Settings



- Choose an **Error Level** from the drop-down menu.

- To change the location where debug information will be stored, tap on the button to the right of the *Log Folder* option.

Encryption

This option allows you to encrypt the data on your storage card.

- Tap on **Start>Settings>System tab>Encryption** icon.



Error Reporting

Error Reporting allows you to enable or disable Microsoft error reporting prompts.

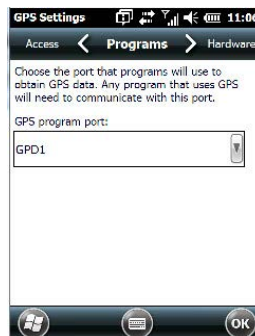
- Tap on **Start>Settings**. Tap on the **System** icon followed by the **Error Reporting** icon.



GPS (Global Positioning System)

With a Global Positioning System (GPS) receiver, you can locate your exact position on a map. However, even without a GPS receiver, several different mapping programs can run on your Workabout Pro4.

- Tap on **Start>Settings>System tab>GPS** icon.



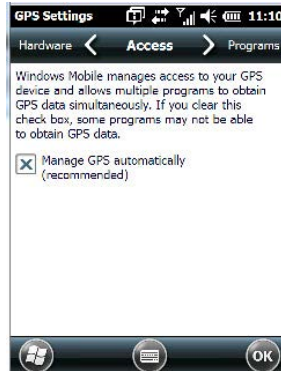
- Tap on the **GPS program port** drop-down menu, and choose the communication port that the GPS software will use to communicate with the GPS receiver.



NOTE Your Workabout Pro4 may automatically detect the GPS receiver that you are using and enter the settings in the Hardware tab. If not, you'll need to enter this information yourself. You can find this information in the user manual of the GPS receiver.

Windows Embedded Hand-Held automatically manages access to the GPS receiver. However, some programs may not work with automatic configuration. If this is the case:

- Tap on the **Access** tab, and disable *Manage GPS automatically* (recommended).



You can go to:

<http://www.microsoft.com/windowsphone/en-gb/howto/wp7/web/use-maps-to-find-a-place.aspx>

if a map-viewing program is not included with your Workabout Pro4, and copy the file to your Workabout Pro4.

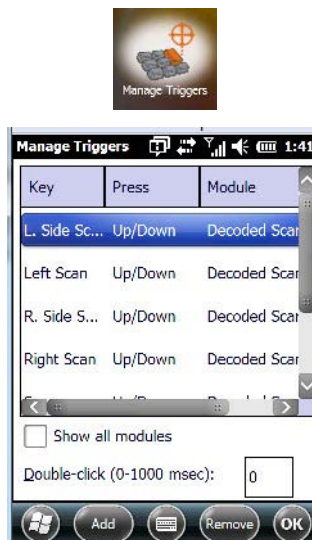
- Tap on the **Hardware** tab, and set the *GPS hardware port* to **COM2**. Set the *Baud rate* to **4800**.



Manage Triggers

Manage Triggers allows you to configure how barcode scanners and other devices are triggered. You can configure the trigger ID for each trigger button for both single- and double-click, and the double-click time.

- Tap on **Start>Settings>System>Manage Triggers** icon.



Trigger Mappings

A *trigger mapping* is an association between a particular key on the keyboard and a driver or application, the module(s) – sometimes referred to as “trigger consumer(s)” – of the trigger source. Along with keyboard keys, trigger sources can also be grip triggers, external hardware triggers or software-based. When the specified key is pressed, the trigger consumer (for example, a decoded scanner) is sent a message.



IMPORTANT

It is not possible to have two or more identical mappings — for example [F1] cannot be mapped to the Non-Decoded Scanner twice — even if the trigger type is different.

A keyboard key that is used as a trigger source will no longer generate key data or perform its normal function. For example, if the space button is used as a trigger source, it will not be able to send space characters to applications.

Double-Click

When a key is pressed and released, then pressed again within the configured time (between 0 to 1000 milliseconds), a double-click occurs. See also “[Trigger Press Type](#)” on page 4-53.

Show All Modules

By default, the trigger mapping list only shows active mappings. Mappings for drivers or applications that are not currently active are not normally displayed. By checking this checkbox, all mappings, both active and inactive, are displayed.

Add

Tapping this button brings up the *Add mapping* dialog (see below), so that you can add new trigger mappings.

Edit

Tapping this button brings up the *Edit mapping* dialog, so that you can edit existing trigger mappings.

Remove

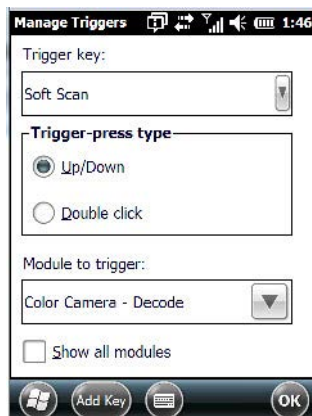
Tapping this button removes an existing mapping.

OK

The **OK** button in the Manage Triggers screen saves all changes made. If the [ESC] key is pressed, all changes are discarded.

Add and Edit Trigger Mapping

- Tap on **Add** to add a new trigger map, or tap on **Edit** to edit an existing trigger map.

**Trigger Key**

This drop-down list allows you to specify the source of the trigger events, such as the Grip Trigger, Left Scan, etc., for the trigger module selected.

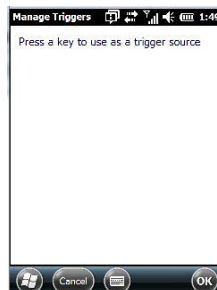


NOTE It is possible to map the same source to different modules (trigger consumers) – for example, to both the Imager and Non-Decoded Scanner. If so, both devices/operations will occur simultaneously. This is not recommended in most cases, especially with devices such as Imagers.

It is also possible to map different sources to the same module (trigger consumer).

Add Key

Only existing trigger sources are shown in the Source combo-box. To add a new source to this list, tap on the **Add Key** button. A dialog box pops up, allowing you to select the keyboard key to use as a trigger source.

**Trigger Press Type**

You can enable either an **Up/Down** or **Double Click** response to a trigger press. Normally, when a trigger (keyboard key, etc.) is pressed and released, a “trigger down” event is sent to the “owner” – that is, the application receiving the trigger press information – followed by a “trigger up”. If Double Click is chosen in this menu, when the trigger is pressed, released, and then pressed again, a “double-click” event will occur. If a mapping

with the Up/down type has also been configured for the same source, it will only receive the first set of trigger events.

Module to Trigger

This identifies the driver or application receiving the trigger presses.

Show All Modules

By default, inactive owners are not shown. By checking this checkbox, all owners, both active and inactive, are displayed.

Managed Programs

Managed Programs lets you view, download and install applications that are deployed by the *System Center Mobile Device Manager* (a server-side solution that helps enable IT to have control of their device deployment with respect to security, management and access to the corporate network).

To access *Managed Programs*:

- Tap on **Start>Settings>System tab>Managed Programs** icon.



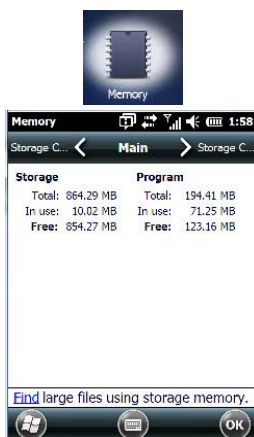
NOTE The system administrator can provide the details needed Managed Programs effectively.

Memory

This applet allows you to view memory use and storage card memory allocation. To display the options for this applet:

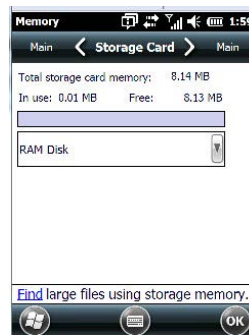
- Tap on **Start>Settings**. Tap on the **System** tab followed by the **Memory** icon.

Main Tab



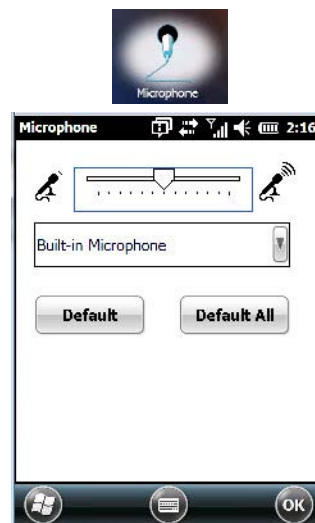
This tab lists the memory allocated for file and data storage and for program storage.

Storage Card



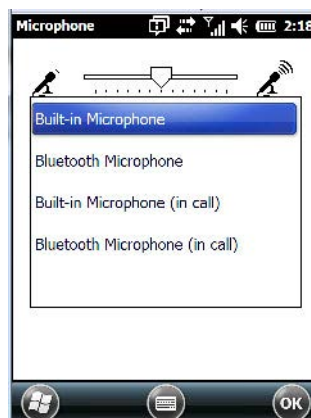
The *Storage Card* screen indicates the total storage card or RAM disk memory along with the amount in use.

Microphone



Use this dialog box to adjust the gain for the specific microphones associated with your hand-held.

- Tap on the drop-down menu, and choose the microphone for which you want to adjust the gain.



- Slide the tab at the top of the dialog box to the left to decrease the gain and to the right to increase the gain.

Tapping on the *Default* button sets the current microphone you've chosen to the default gain. Tapping on *Default All* sets all microphones listed to their default gain.

PartnerUp



Tapping on this icon displays a number of pre-loaded applications. Tapping on an app in the list takes you to an associated web site.

The operator can then install the application. If a license is required, it can be obtained by sending an e-mail to the software license mailbox or by contacting a Sales Rep.

Tapping on a preloaded client in the PartnerUp screen displays a drop-down menu from which the operator can choose from an array of related options.

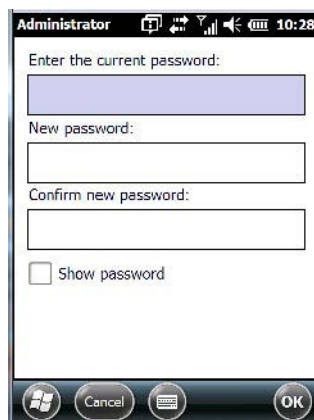
HomeVU

HomeVU allows the administrator to tailor how the Workabout Pro4 operates and the options the user can access. Note that the look of the *Today* screen will change from icons that are finger accessible to a list of items best accessed using a stylus.

- Tap on **Start>Settings>System>HomeVU** icon.



If an *administrator password* is not yet set, this is indicated at the bottom of this screen. Tapping on the *Administrator Password* option displays the following screen.

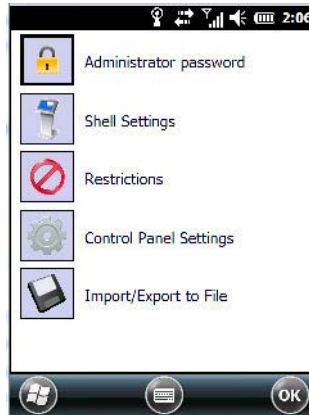


- Type a **New password**, and then re-enter it in the **Confirm new password** field.



NOTE Once an administrative password is assigned, each time HomeVU is launched, a dialog box will be displayed requesting the password.

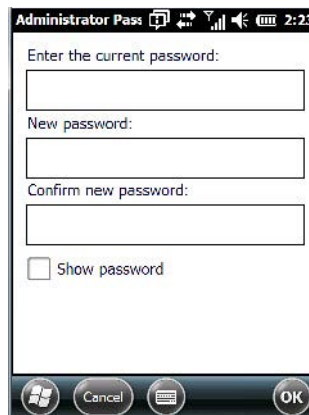
HomeVU Menu



The *HomeVU* menu provides access to the categories to help you tailor the look and operation of the Workabout Pro4 for the user.

Administrator Password

If you want to change an existing password, you need to complete the *Administrator Password* screen:



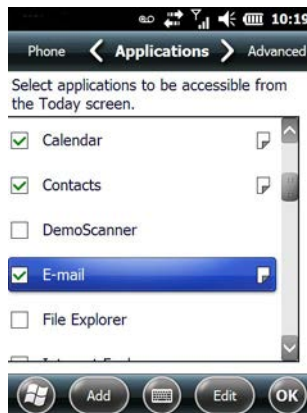
- Tap on the **Administrator password** option, and type your **current password**.
- In the next field, type a **New password**. Retype the new password in the **Confirm new password** field, and tap on **OK**.

Shell Settings

The *Shell Settings* option allows the administrator to tailor what operators see and what is available to them when Workabout Pro4 is powered on. Note that these changes are not visible until the unit switches from *Administrator Mode* to *User Mode*. A *HomeVU Access screen*, the screen in which you can switch from Administrator to User Mode, is displayed automatically once you've finished making changes and have tapped on OK.

Applications Tab

This tab allows the administrator to choose the applications that will be available to the user.



- Tap in the **checkbox** next to each application you want displayed on the *Today* screen.

Once the Workabout Pro4 is set to *User Mode*, the selected items from the *Application* screen are listed in the *Today* screen. A *HomeVU Access* screen, the screen in which you can switch from Administrator to User Mode, is displayed automatically once you've finished making changes and have tapped on OK. See "Activating a Change – User Mode" on page 193 details.

The look of the *Today* screen differs significantly from the original version, appearing as a list of available items more suitable for a stylus than finger touch.

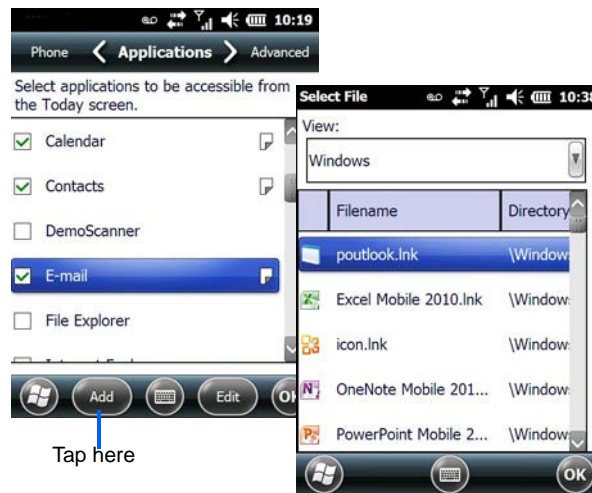


Adding Applications

The *Add* and *Edit* buttons allow you to search for applications in the storage areas on your Workabout Pro4 (e.g., Windows, My Device, etc.), and add applications to the list of items in the *Today* screen.

You can add a maximum of 18 applications, after which the *Add* button is greyed out, and the following message is displayed: *Maximum 18 entries reached*.

- To add additional applications that will be accessible to the user from the *Today* screen, tap on the **Add** button at the bottom of the *Application* screen. The *Select File* screen is displayed.



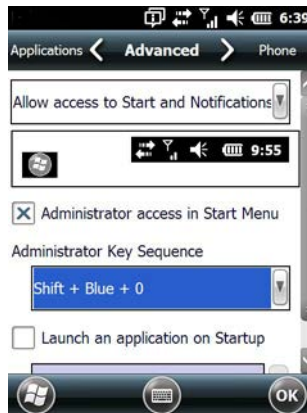
The *View* drop-down menu at the top of this screen displays the storage areas in the Workabout Pro4.



Tapping on a storage area – *Windows* for example – displays the applications you can add to the *Today* screen from that storage area.

Advanced Tab

This tab provides a number of options to restrict what is available on start up.



Start Button and Notification Restrictions

The drop-down menu at the top of the *Advanced* tab allows you to limit access to the *Notifications* at the top of the screen and the *Start button* at the bottom of the screen.



When you choose an option, for example, *Disable access to Start and Notifications*, the sample bar below the drop-down menu marks the disallowed items in red.



HomeVU App Restrictions

To remove *HomeVU* from the *Start* screen:

- Tap in the **checkbox** next to *Administrator access in Start Menu* to deselect it. The x should not be present in the checkbox.

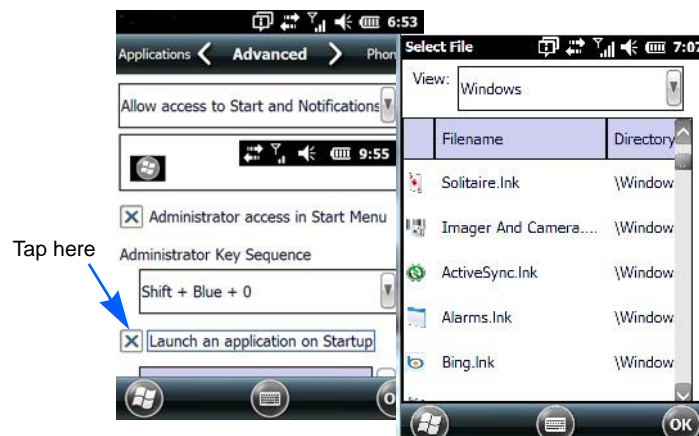
The *Administrator Key Sequence* drop-down menu provides three key sequences you can use to gain access to HomeVU when it is not accessible from the *Start* screen.



NOTE If you disable “Administrator access in Start Menu” or if you “Disable Start”, the only way to access HomeVU or the Start screen applications is to type an “Administrator Key Sequence”. In these cases, it is important that you make note of the key sequence you’ve chosen.

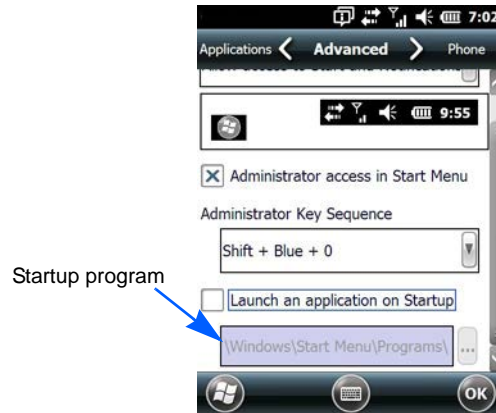
Launching an Application at Startup

If you enable *Launch an application on Startup*, a screen is displayed where you can choose the application that will be launched automatically when the Workabout Pro4 is powered up.



- Tap in the checkbox next to **Launch an application at Startup**.
- Tap in the **View** menu at the top of the *Select File* screen, and choose the storage area from which you want to choose an application.
- Next, tap on the **application** you want the Workabout Pro4 to launch on startup.

Your choice is displayed in the *Advanced* tab.

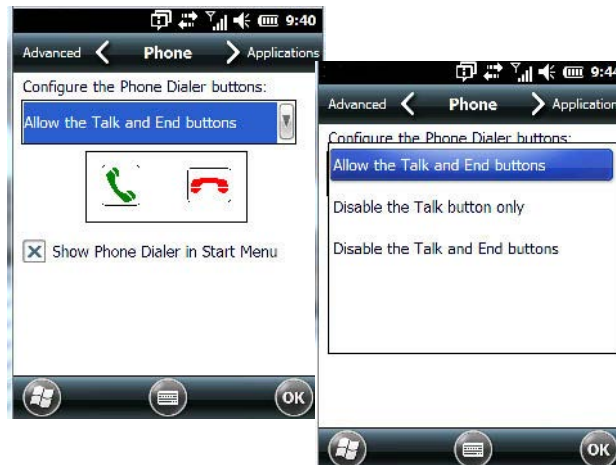


- Tap on **OK**.



NOTE Remember that changes do not take effect until the Workabout Pro4 is set to User Mode and the unit is reset.

Phone Tab



The *Phone* tab allows you to define the phone buttons accessibility on the Workabout Pro4 keyboard by choosing an item from the *Configure the Phone Dialer buttons* drop-down menu.



NOTE Remember that changes do not take effect until the Workabout Pro4 is set to User Mode and the unit is reset.

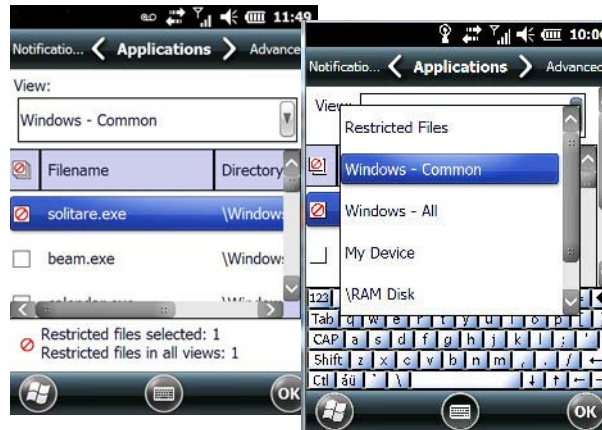
Restrictions

The *Restrictions* screen allows the administrator to restrict access to applications.



NOTE Remember that changes do not take effect until the Workabout Pro4 is set to User Mode and the unit is reset. Refer to [“Activating a Change – User Mode” on page 4-66](#).

Application Tab



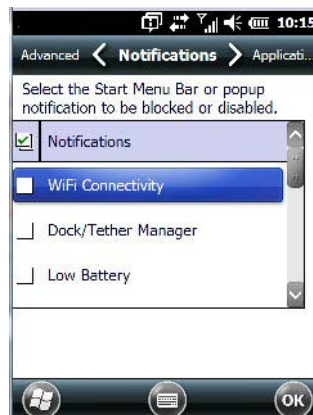
Tapping in the *View* menu displays a drop-down menu where you can define restrictions for each storage area of the Workabout Pro4. Restricted items are marked in the checkbox to the left – in the sample screen above, *solitaire.exe* is restricted.

Advanced Tab



The *Advanced* tab lists system features you can block from user access. Tapping in the checkbox to the left of a feature adds a check mark indicating it is blocked.

Notifications



The *Notifications* tab allows you to choose which pop-up notifications are blocked from user view.

Control Panel Settings

This options allows you to tailor items displayed in both the *Settings* screen and in the *Today* screen.

NOTE Remember that changes do not take effect until the Workabout Pro4 is set to User Mode and the unit is reset. Refer to [“Activating a Change – User Mode” on page 4-66.](#)

Hide Tab

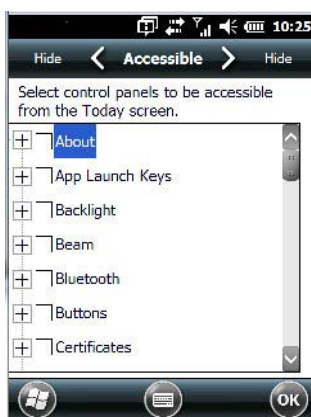
The *Hide* tab under the *Control Panel* allows you to determine which applications will be hidden in the *Settings* screen that is displayed when the operator taps on the *Start* button.



Remember that only *unchecked* items in this list are hidden.

Accessible Tab

The *Accessible* tab allows you to choose which items will be accessible in the *Today* screen.



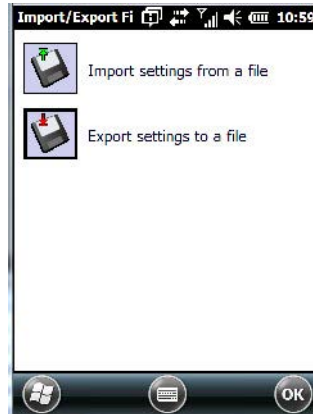
Import and Export Settings

This option enables you to Export your settings file (.xml), and save it in the location of your choice. In addition, an administrator has the option to Import these settings from one device to multiple devices of the same operating system.

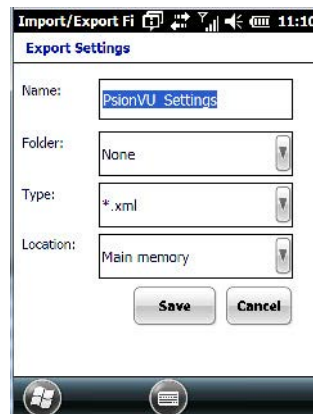


IMPORTANT

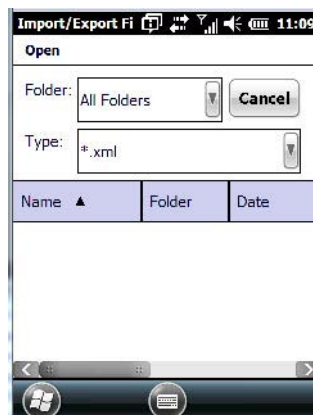
A copy of this file should also be saved in a central repository for all .xml files with a predefined name so that other utilities can locate it.



Tapping on the *Export* button displays an *Export Settings* screen. The default Name – *HomeVU_Settings* – can be changed by the administrator even after it has been saved.



The .xml file contains all of the HomeVU configured settings, including the Administrator Password. When the file is imported to a device, the new password is applied immediately.



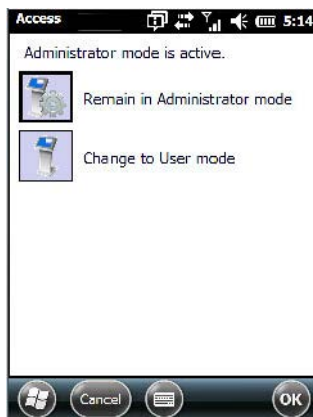
- Whether choosing to import or export files, the same file location options will be listed. Following the action, a message stating the success of the operation and the location of the file is displayed.
- With the exception of the password, changes made to settings take effect only after a warm reset. If further changes to the configuration are made, they will overwrite the changes caused by the import operation. After importing a file, a dialog box appears requesting a reset now or later.

Activating a Change – User Mode

To activate changes, you'll need to switch from *Administrator* to *User Mode*. This *HomeVU Access* screen is displayed automatically once you've finished making changes and have tapped on OK.

- In the tab where you've made the changes, tap on **OK**. In the next screen – the *HomeVU menu* screen – tap on **OK**.

A new screen, the *HomeVU Access* screen, is displayed.



- Tap on **Change to User mode**.

You'll need to reset the Workabout Pro4 so that the changes you specified can take effect.



- Tap on **Yes** to reset the Workabout Pro4 and activate your changes.

Regional Settings

To display the *Regional Settings* screen, tap on **Start>Settings**, and then tap on the **System** icon followed by the **Regional Settings** icon.



- Tap on the drop-down menu to choose your language and region.

Once you've selected a language and region, you may need to adjust the way numbers, currency, the time and the date appear in your Workabout Pro4.

- Tap on the tab associated with each of the items, and choose how each item should be displayed on your Workabout Pro4.

Remove Programs

- Tap on **Start>Settings**. Tap on the **System** icon followed by the **Remove Program** icon.

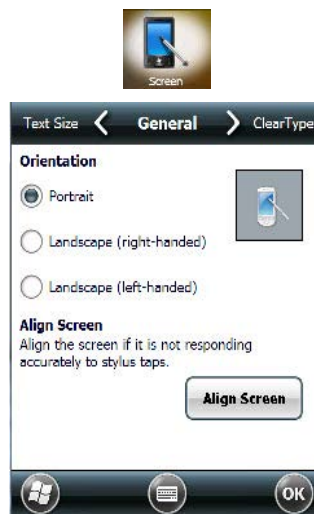


Tapping on the *Remove Programs* icon displays a screen listing the programs that can be removed from your unit.

- To remove a program, highlight it and then tap on the **Remove** button.

Screen

- Tap **Start>Settings**. Tap on the **System** icon, and then tap on the **Screen** icon.



This icon allows you to align (calibrate) your touchscreen, turn *ClearType* on and off and adjust the size of the text displayed on the Workabout Pro4 screen.



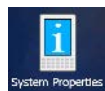
IMPORTANT

Refer to [“Calibrating the Touchscreen”](#) on page 2-11.

System Properties

This program identifies the computer software and hardware components, indicating which components are installed, their identification, version or part numbers, and whether they are enabled or disabled.

- Tap on **Start>Settings>System**, and then tap on the **System Properties** icon.



Tapping on the *Export* button creates a log (SystemProperties.xml) of your current components, which is placed in the My Devices folder in Windows Explorer.

Instead of expanding each section individually, you can also choose to open all the lists at once by tapping on the *Expand* button, which will then change to a Collapse button to enable you to collapse all the sections as well.

Task Manager

The *Task Manager* screen lists all running tasks (applications) or processes. This applet provides a number of options to manage these.

- Tap on **Start>Settings**. Tap on **System**, and then the **Task Manager** icon – the *Task Manager* screen is opened.



- **End Task:** To shut down an application, **highlight the program** in the list, and tap on the **End Task** softkey in the softkey bar at the bottom of the screen.

Task Manager Menu

The *Task Manager menu* provides additional options to help you manage your applications.

- Tap on the **Menu** softkey at the bottom of the screen.



- **Switch To:** Makes the highlighted application active.
- **End All Tasks:** Shuts down all applications listed.
- **View:** Allows you to list either all running applications or all processes.
- **Sort By:** Allows you to sort active applications or processes based on Memory size, CPU or application or process Name.
- **Refresh:** Updates the list of applications or processes.
- **Exit:** Closes the Task Manager.

Total Recall

Total Recall is a Psion utility developed to maintain applications and settings during a cold boot, as well as clone settings to other devices. This utility creates a restore point of a device at a known state. This can be used as a backup of the device (the administrator can clean the terminal and restore the profile at any time),

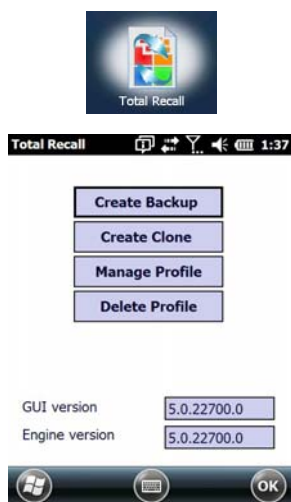
or a clone (the administrator can store different configurations for different uses to clone to other hand-held computers).



NOTE Total Recall works differently (e.g. restore on cold boot or on clean boot) on different OS platforms and versions (e.g. Windows CE 5.0, 6.0, Windows Mobile, Windows Embedded Hand-held). For detailed information and other updates on Total Recall information, please go to the Ingenuity Working website at:

<http://community.pSION.com/knowledge/w/knowledgebase/total-recall.aspx>

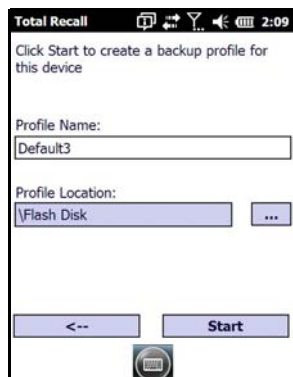
- Tap on **Start>Settings>System**. Tap on the **Total Recall** icon.



In the start up screen, you can choose from four options: *Create Backup*, *Create Clone*, *Manage Profile*, and *Delete Profile*.

Creating a Backup

- Tap on the **Create Backup** button to begin the process.



This dialog box displays the Profile Name and the storage destination for the profile file.

- In the *Profile Name* field, type a name for a profile.
- If you want to choose another location for your backup file (optional), tap on the [...] button to the right of the *Profile Location* field and choose one of a number of folders.

**IMPORTANT**

Any profile not stored in persistent memory (Application directory (Flash Disk), external USB drive) will be erased during a clean boot; therefore, you should store profiles on a persistent drive.

When performing an autorestore, the program only searches for the profile located in the \Application\ or \Flash Disk\TotalRecall folder. If you store your profile anywhere else it will not be restored. Only one profile can reside in that folder.

- Tap on **Start**. A backup of the current settings will be created and saved to the specified location. The unit will then reboot.

To view profiles and choose restore options, refer to [“Managing Profiles” on page 4-72](#).

Creating a Clone

Cloning allows you to copy settings or configurations from one computer to another. There are two types of clones to choose from: a *Full Clone* and a *Settings Only Clone*.

A *Full Clone* contains all files, most of the registry, and the settings files.

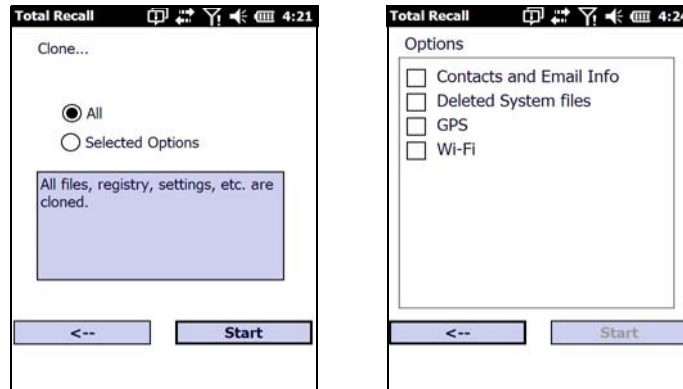
**IMPORTANT**

The target device for a Full Clone **MUST** have the same model type and OS build as the source, otherwise problems can occur. For example, if the target device has a newer build of the OS, the new build may have a different set of registry keys that may conflict with the source.

A *Settings Only Clone* can be copied to a wider array of devices, but it should not be used as an autorestore profile.

- Tap on the **Create Clone** button to begin the process. Your Workabout Pro4 model type and OS will be identified in the cloning statement to ensure that you target devices of the same type.
- Give the clone profile a name and location.

- Tap on **Next**.
- In the next screen, choose **All** for a *Full Clone*, or **Selected Options** for a *Settings Only Clone*. If you choose *Selected Options*, a menu will open to enable you to decide which options you want cloned.

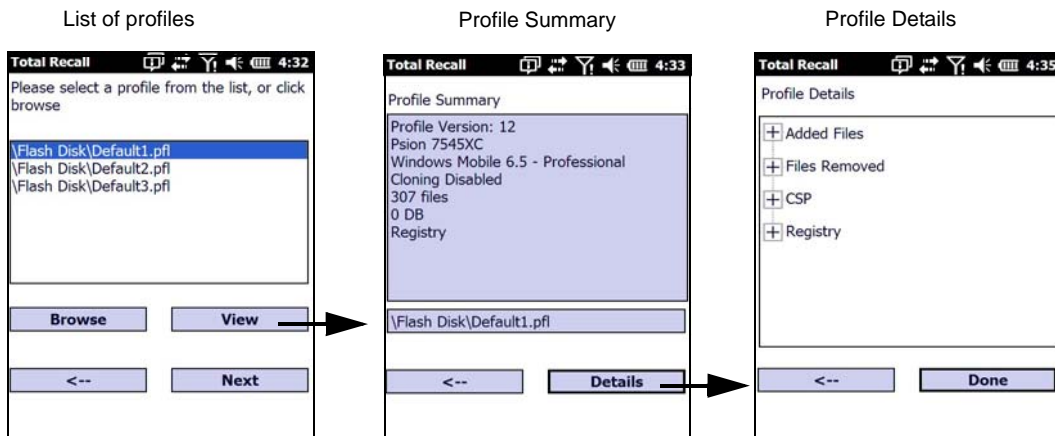


Managing Profiles

You can view profiles and choose profile options from the menus in this section.

Viewing a Profile

- Tap on the **Manage Profile** button to see your list of profiles. Highlight a profile, and then you can choose to **View** the Profile Summary and go on to the next menu, Profile Details.



Profile Options

- Tap on the **Manage Profile** button to see your list of profiles, as shown above. Highlight a profile, and tap on the **Next** button to choose from options to restore or clone the profile. You can choose from four profile options: *Restore Now*, *Set for Autorestore*, *Upload to A.R.C.*, and *Clone to USB*.



- Next, tap on the option button you want to use:
- **Restore Now** – restores the profile immediately. If you are restoring a profile that is a backup or Full Clone, the computer will clean reset first; if the profile is a Settings Only Clone, it will not.
- **Set for AutoRestore** – creates a profile that is automatically restored following a cold reset or a clean start. The profile is stored in the *\Application* or *\Flash Disk\TotalRecall* folder.

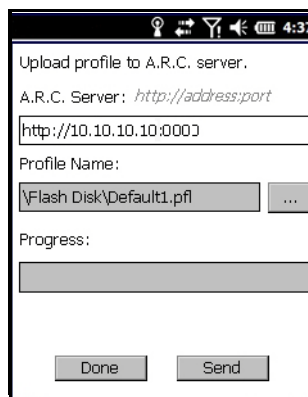
**IMPORTANT**

After setting an autorestore profile, that profile will overwrite any other profile already placed in the *\Application* or *\Flash Disk\Total-Recall* folder.

In an autorestore, Total Recall only restores the profile located in the *\Application* or *\Flash Disk\TotalRecall* folder. If you store your profile anywhere else it will not be restored.

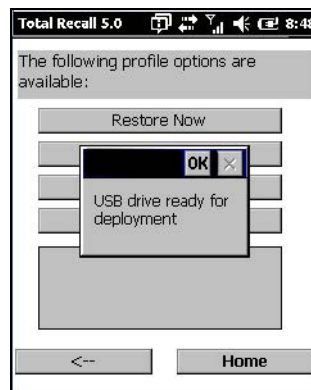


- **Upload to A.R.C** – uploads the profile to the Active Remote Configuration server. After you tap on **Send**, a message will come up either confirming that the upload was complete or that the connection to the server failed.

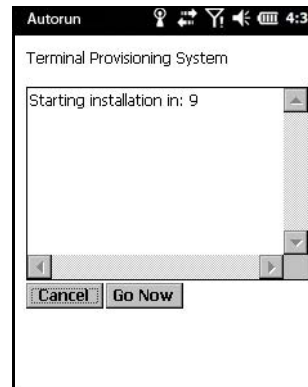


- **Clone to USB** – writes a clone of the profile to the USB drive. After you tap on the button, a message will come up either confirming that the USB drive is ready for deployment, or that it is not available.
- When you are ready to install the profile on another unit, turn on the next computer to be cloned and insert the USB key. The profile will be automatically installed to the computer's *\Application* or *\Flash Disk\Total-Recall* folder. There is a short delay in deployment so that you can cancel the process if needed.

USB drive prepared for cloning

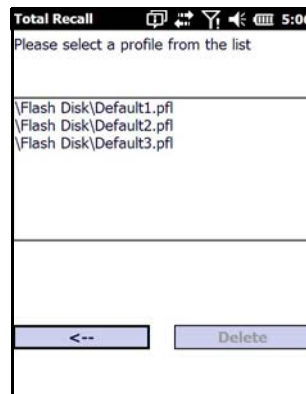


Autorun installation on next Workabout Pro



Deleting a Profile

- In the *Total Recall* home screen, tap on **Delete Profile**.



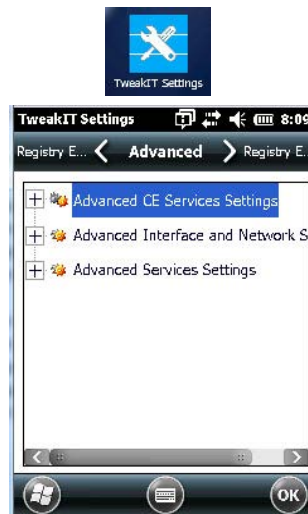
- Highlight the backup you want to delete, and tap on the [-->](Next) button.

A warning pop-up screen appears asking if you're certain that you want to delete this file.

- Tap on the **Yes** to delete the file.

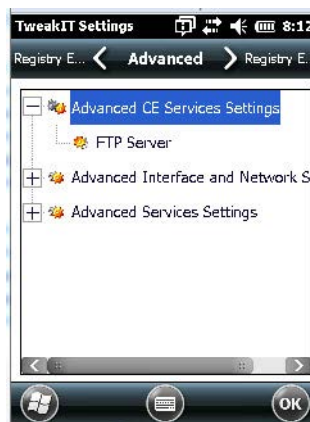
TweakIT

- Tap on **Start>Settings>System**.
- Tap on the **TweakIT Settings** icon.



This utility allows you to ‘tweak’ or adjust system settings such as the interface, network and servers.

Advanced CE Services Settings

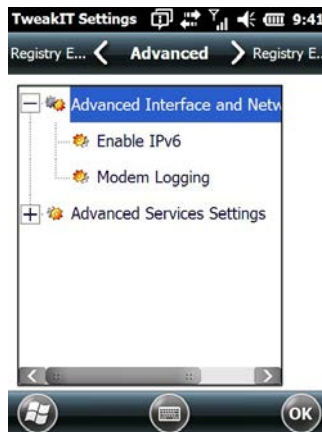


FTP Server

This option is enabled by default to allow file transfers. Keep in mind that data transfer in either direction is restricted to the Temp folder – that is, files are always loaded from the FTP Server to the Temp folder and from the Temp folder to the FTP Server.

If this option is disabled, a warm reset must be performed to accept the change.

Advanced Interface and Network Settings



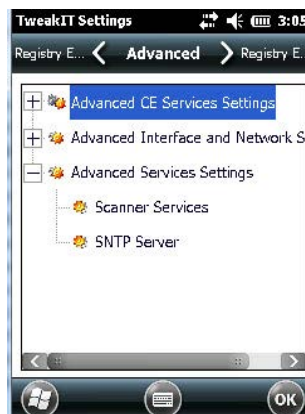
Enable IPv6

This option allows you to enable Internet Protocol, version 6, that has been published to use 128-bit IP address (replacing version 4).

Modem Logging

When this option is enabled, the Workabout Pro4 logs AT commands (e.g., dial-out information, password string, etc.) that the administrator can monitor for debugging purposes. Modem commands are stored in: \MdmLog.txt.

Advanced Services Settings

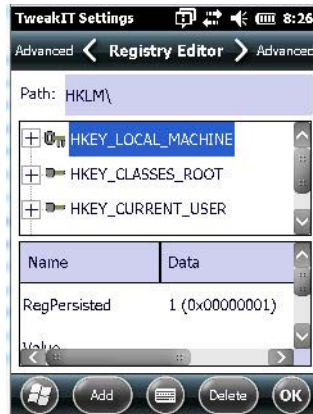


SNTP (Simple Network Time Protocol) Server

The *SNTP Server Name* typed in this dialog box is used to synchronize Workabout Pro4 time with that of the time server. A warm reset must be performed once the server name has been entered.

Registry Editor

This option is reserved for senior administrators who have a strong understanding of registry keys and values. Careless registry editing can cause irreversible damage to the Workabout Pro4.



CHAPTER 5 PERIPHERAL DEVICES & ACCESSORIES

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Carrying Accessories

There are a variety of carrying accessories to help the operator work safely and comfortably with the Workabout Pro4.

Carrying Accessory	Model Number
Shoulder Strap for carrying case	CV6021
Carry Case -Workabout Pro4 Long version Standard	WA6080
Pouch Nylon	WA6084

**IMPORTANT**

Do not use adhesives such as Loctite to secure screws on carrying accessories. These chemicals may damage the plastic casing.

The Battery



NOTE Review [Chapter 8: “Specifications”](#) for details.

The Workabout Pro4 will operate with the following Lithium-Ion battery pack:

- High-capacity – 4400 mAh battery pack (Model Number WA3010)

Chargers and Docking Stations

**IMPORTANT**

Keep in mind when ordering a charger or docking station, you must also order the appropriate power cord separately.

Motorola offers a variety of chargers and docking stations for the Workabout Pro4. These include:

- AC Adaptor – Model No. PSA15R-050P
- Desktop Docking Station – Model No. WA4003-G2

Installation – Chargers and Docking Stations

When installing a charger or docking station, consider the following guidelines.

- Keep chargers and docking stations away from excessive dirt, dust and contaminants.
- Chargers will not charge batteries outside an ambient temperature range of 0° C to 45 °C (32° F to 113° F). It is recommended that the charger or docking station be operated at room temperature – between 18° C and 25° C (64° F to 77° F) for maximum performance.

After unpacking your unit:

- Visually inspect the charger for possible damage.
- Install the IEC power cord and apply power.

Power Consumption Considerations

Check to ensure the mains circuit supplying chargers and/or docking stations is adequate for the load, especially if several chargers and docking stations are being powered from the same circuit.

Operator Controls

Workabout Pro4 docking stations and chargers have no operator controls or power switches.

Important Charger Safety Instructions

- **SAVE THESE INSTRUCTIONS** – This manual contains important safety and operating instructions for battery chargers.
- Before using the battery charger, read all instructions and cautionary markings on (1) battery charger, (2) battery, and (3) product using battery.
- The mains power cord shall comply with national safety regulations of the country where the equipment is to be sold.
- Use of an attachment not recommended or sold by the battery charger manufacturer may result in fire, electric shock, or personal injury.
- To reduce risk of damage to the electric plug and cord when unplugging the charger, pull the plug rather than the cord.
- Make sure the cord is positioned so that it is not stepped on, tripped over, or otherwise subjected to damage or stress.
- Do not operate the charger with a damaged cord or plug. Replace immediately.
- Do not operate the charger if it has received a sharp blow, been dropped, or otherwise damaged in any way; it should be inspected by qualified service personnel.
- Do not disassemble the charger; it should be repaired by qualified service personnel. Incorrect reassembly may result in electric shock or fire.
- To reduce risk of electric shock, unplug the charger from the outlet before attempting any maintenance or cleaning.
- An extension cord should not be used unless absolutely necessary. Use of an improper extension cord could result in fire or electric shock. If an extension cord must be used, make sure:

The plug pins on the extension cord are the same number, size and shape as those on the charger.

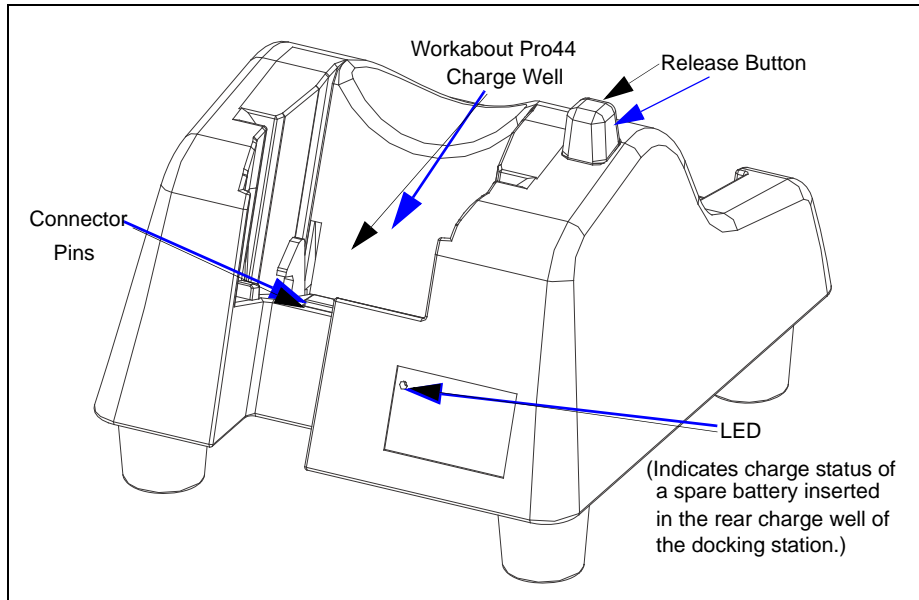
The extension cord is properly wired and in good electrical condition and that the wire size is larger than 16 AWG.

- Do not expose the charger to rain or snow.
- Do not place batteries in the charger if they are cold from extended exposure to a freezer or outside temperatures below 10°C (50°F). Allow them to warm up to room temperature for at least two hours.
- Do not use the charger if, after an overnight charge, any of the batteries feel warmer than the charger housing. The charger should be inspected by qualified service personnel.
- Do not use the charger if any of the batteries or the charger get more than lukewarm. The equipment should be inspected by qualified personnel.

Desktop Docking Station

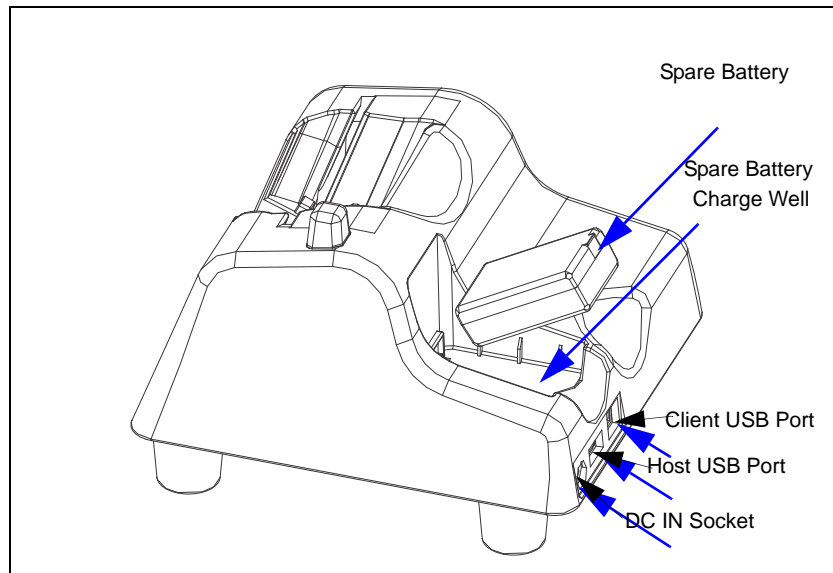
The Workabout Pro4 can be inserted in a desktop docking station, model number WA4003-G2.

Figure 5-1 Desktop Docking Station



NOTE The desktop docking charger is shipped with its own user manual. It is critical that it be reviewed for additional information and updates.

Figure 5-2 Back Of Desktop Docking Station




IMPORTANT

This docking station can only be used to charge Motorola approved Lithium-Ion batteries.

Charging a Battery Installed in the Workabout Pro4

CAUTION
RISK OF EXPLOSION IF BATTERY IS REPLACED
BY AN INCORRECT TYPE.
DISPOSE OF USED BATTERIES ACCORDING
TO THE INSTRUCTIONS.

- Insert the DC power cable to the DC IN socket on the desktop docking station. Plug the pronged end of the cable into an AC outlet.
- Slide the hand-held into the docking station, making certain that the LIF (Low Insertion Force) port on base of the Workabout Pro4 is securely seated on the docking station connector pins. An icon is displayed briefly in the navigation bar at the top of the hand-held screen indicating that the unit is properly installed in the station –  .

The LED on the Workabout Pro4 lights up indicating that the unit has external power and battery charging will begin. It is safe to leave the unit in the desktop docking station while it is not in use – the battery will not be overcharged.

Charging a Spare Battery

- Insert the battery in the spare battery charge well at the back of the docking station, aligning the contacts on the battery with the contacts in the spare battery charge well.

Battery Charge Duration

A fully discharged battery can take up to 5 hours to charge. The desktop docking station stops applying power to the battery when it is fully charged – there is no risk of overcharge if the battery remains in the charge well.

Charger LED Indicators

The desktop docking station is equipped with a single dual-coloured LED indicator in the lower-right corner of the front panel.

LED Behaviour	Charge Status
Off	No battery detected in the slot.
Solid Green	Charge complete.
Fast Flashing Green	Battery charged to less than 80% of capacity.
Slow Flashing Green	Battery charged to greater than 80% of capacity.
Solid Red	Battery temperature outside of charge range – 0° C to 50 °C.
Flashing Red	Battery is not charging. Battery fault.



NOTE Battery charging continues whether the hand-held is switched on or off.

Linking a Workabout Pro4 to a PC

The desktop docking station can be connected to a PC so that you can exchange files in the same way that you would between PC drives. A USB cable is included with your docking station.

i NOTE For details about data transfer through Windows XP and ActiveSync and through Vista, refer to [“Data Transfer Between the PC & the EP10”](#) on page 29.

To link the Workabout Pro4 to a PC:

- Insert the hand-held in the desktop docking station.
- Insert the USB cable into the docking station Client USB connector. Attach the other end of the cable to a USB port on the PC.

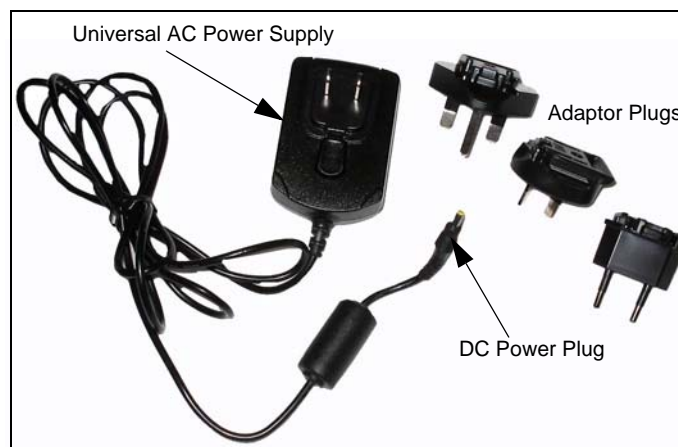
Troubleshooting the Docking Station Operations

The indicators, applications and drivers required to use and monitor the desktop docking station as a dock (as opposed to a charger) are installed on the Workabout Pro4 – no applications are present on the docking station itself.

AC Wall Adaptor – Model #PSA15R-050P

The AC wall adaptor available for your Workabout Pro4 allows you to operate your hand-held using AC power while charging the battery inserted in the unit.

Adaptor plugs suitable for use in the following countries are shipped with the AC wall adaptor: United Kingdom, Australia, Europe and North America.



- Choose the adaptor plug that is suitable for use in your country. Slide the adaptor plug into the Universal AC power supply, snapping it into place. These two pieces, coupled together, are referred to as an AC wall adaptor.
- Insert the DC power plug into the DC IN socket at the base of Workabout Pro4, located between the tether and LIF ports.
- Plug the pronged end into an AC outlet.

Bluetooth Peripherals

The Workabout Pro4 is equipped with a *Bluetooth* radio, making it possible to communicate with a variety of Bluetooth peripherals, including GSM/GPRS handsets, scanners, printers, and so on.

The range of the *Bluetooth* radio is limited to approximately 5 meters.

Motorola provides built-in support for the Bluetooth peripherals listed below.

- GSM/GPRS universal handset
- *Bluetooth* printer
- *Bluetooth* headset

Keep in mind that *Bluetooth* and IEEE 802.11b/g radios both operate in the 2.4GHz band. Although the Workabout Pro4 includes features to minimize interference, performance of the system will not be optimal if you use both radios simultaneously. Typically, when both radios operate in the hand-held at the same time, they cannot transmit simultaneously – this has a negative impact on overall system throughput. To minimize the impact on the backbone 802.11g network, Motorola recommends using Bluetooth peripherals that have low transaction rates (such as printers and scanners).

Refer to [“Bluetooth Setup” on page 4-14](#) for information about setting up your *Bluetooth* devices for communication. In addition, review the manual shipped with your *Bluetooth* device to determine the method used to pair with the Workabout Pro4 host.

APPENDIX A PORT PINOUTS

LIF (Low Insertion Force) Pinout	A-3
Tether Port Pinout	A-3
Battery Contact Pinout – WA3010	A-4
Positive Female Battery Connector	A-4

LIF (Low Insertion Force) Pinout

PIN #	Signal Name
1	Ground
2	Ground
3	USB Host Data Plus, For connecting USB devices
4	USB Host Data Minus, For connecting USB devices
5	USB Host Power, for powering USB devices (5V, 100mA Max)
6	DC Power in, for supplying power to Workabout Pro4/ charging battery (5V, 3A)
7	DC Power in, for supplying power to Workabout Pro4 / charging battery (5V, 3A)
8	LIF Detect, determines if a device is attached to the LIF
9	USB Device Data Minus, for operating the Workabout Pro4 as a USB device
10	USB Device Data Plus, for operating the Workabout Pro4 as a USB device
11	Ground
12	Ground

Tether Port Pinout

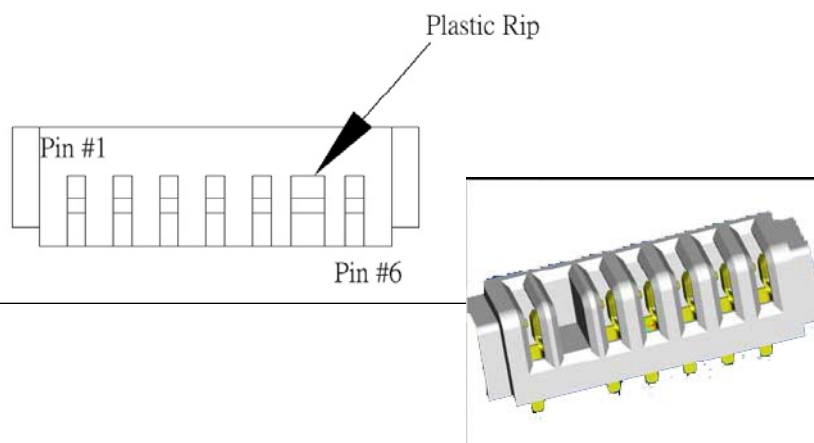
PIN #	Signal Name
1	Ground
2	USB Data Plus (can be configured as Host or Device)
3	USB Data Minus (can be configured as Host or Device)
4	USB VBUS (can provide 5V, 100mA Max for powering USB Devices)
5	RS232 Tx data
6	RS232 Rx Data
7	Tether detect resistor ID. Determines what kind of device is attached to the Tether port
8	DC Power In
9	DC Power In
10	DC Power In
11	RS232 CTS
12	RS232 RTS
13	RS232 DSR
14	RS232 DTR
15	RS232 DCD
16	RS232 RI
17	Ground
18	Ground

PIN #	Signal Name
19	Ground
20	Ground

Battery Contact Pinout – WA3010

PIN #	Signal Name	Function
1	P-	Power Pin for Battery Pack Negative
2	DQ	Maxim DS2762 Data
3	TH (GND)	Ground
4	P+	Power Pin for Battery Pack Positive
5	PS	Power Switch Sensor
-	Plastic Rip	-
6	P-	Power Pin for Battery Pack Negative

Positive Female Battery Connector



APPENDIX B WORKABOUT PRO4 SPECIFICATIONS

The Workabout Pro4 Hand-Held Computer	B-3
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High Capacity Lithium-ion Battery – 4400 mAh	B-5

The Workabout Pro4 Hand-Held Computer



NOTE Performance specifications are nominal and subject to change without notice.

Hardware

Dimensions and Weight

7528 Long

- 223 mm x 75/100 mm x 31/42 mm (8.78 x 2.95/3.94 x 1.22 x 1.65 inches)
- 526g (18.6 oz)

Processor and Memory

- Texas Instruments® OMAP3® Processor 1 GHz
- RAM: 512 MB
- Flash ROM: 4 GB

Operating System

- Microsoft Windows® Embedded Hand-Held 6.5

Power Management

- Battery Pack:
 - High capacity – 4400 mAh Lithium-ion
- Super capacitor power backup

Expansion Ports

- Micro SD slot
- 100 Pin Expansion Interface (non-PCMCIA)
- Dedicated USB port
- Audio port

Camera (optional)

- Optional colour, 8Mpixel, autofocus, 4X digital zoom, Dual LED flash, video capable

Environmental

- Std. Operating temp: -20°C to +50°C (-4°F to +122°F)
- Storage temp: -40°C to +60°C (-40°F to +140°F)
- Humidity: 5% to 95% non-condensing
- Rain/Dust: IP65, IEC 60529
- Drop rating: 1.5m (5 ft), 26 drops to polished concrete (powered with options and accessories), multiple 1.8m (6 ft) drops to concrete

Regulatory Approvals

- Worldwide Safety, EMC, RF, Laser approvals

- CE Mark
- RoHS compliant
- WEEE compliant
- REACH compliant

Battery Specifications

High Capacity Lithium-ion Battery – 4400 mAh

Electrical Specifications



NOTE The electrical specifications apply for ambient temperature TAMB of 0° to +40°C unless otherwise stated.

Item	Description	Specifications	Remark
1	Interface Chipset	Maxim DS2762	-
2	Rated Voltage	3.7V	Typical
3	Rated Capacity	4400mAh	Typical
4	Rated Charge Current	1.2A	Maximum
5	Charge Voltage	4.2 +/- 0.05V	Maximum
6	Discharge Cut-Off Voltage	2.6V	Typical
7	Charge Method	Constant voltage Current limited	-
8	Discharge Current	0.5C (-20°C to 60°C)	Typical
9	Internal Resistance	200mW	Maximum
10	Charging Temperature	0 to 40	Typical

Battery Pack Electrical Specifications



NOTE The electrical specifications apply for ambient temperature TAMB of 0° to +40°C unless otherwise stated.

Item	Description			
		Minimum	Typical	Maximum
1	Over voltage detection voltage	4.325V	4.350V	4.375V
2	Charge enable	4.10V	4.15V	4.20V
3	Under voltage detection voltage	2.5V	2.6V	2.7V
4	Over current detection current	2.97A	3.17A	3.36A
5	Short-circuit detection current	9.9A	13.33A	16.83A
6	Short-circuit detection voltage	150mV	200mV	250mV
7	Over voltage delay time	0.8s	1s	1.2s
8	Under voltage delay time	90ms	100ms	110ms
9	Over current delay time	5ms	10ms	20ms
10	Short-circuit delay time	160µs	200µs	240µs
11	Recovery charge current	0.5mA	1mA	2mA

Safety Data

Description	Condition	Test Condition/Result
Short Circuit Test	After a standard charge, short terminals and discharge for 1 hr.	Protection circuit board to operate. No explosion, fire, smoke, or leakage.
Over Charging Test	After a standard charge, charge continuously at 4.2V and 4A for 8 hrs.	Protection circuit board to operate. No explosion, fire, smoke, or leakage.
Reverse Charging Test	After a standard discharge, reverse-charge continuously at 4.2V and 4A for 8hrs.	Protection circuit board to operate. No explosion, fire, smoke, or leakage.

Safety License

Item	Licenses	Standard
1	UL 1642	The lithium-ion cell has been listed and pass the UL1642 standard by UL Lab. File No. MH12383
2	UL 2054	The battery pack is in the process to apply the UL 2054 battery standard. File No. MH29921.
3	89/336 EEC-EMC directive	The battery pack is in the process to apply the below standard: -EN55022 -LVD 72/23 EEC -EN55024 -EN61326
4	RoHS Directive	The materials of battery pack are used in accordance with the European RoHS directive.

Environmental Test

Description	Test References	Test Condition/Result
Drop	(mechanical)	Drop sample battery on all faces from height of 1.2 meters onto concrete floor. No explosion, fire, vent, leakage and the open circuit voltage higher than 3.7V.
Storage at high temp.	EN60068-2-2 Test	+60°C dry for 240 hours No explosion, fire, vent or leakage.
Storage at low temp.	EN60068-2-1 Test	-20°C dry for 240 hours No explosion, fire, vent or leakage.
Storage at high temp. and high humidity	IEC68-2-3 Test	+40°C at 90%RH for 240 hours. No explosion, fire, vent or leakage.
Storage temp. cycling	IEC68-2-14 Test	+60°C (2C) for 1 hour (T1), -20oC (2C) for 1 hour. 3 minutes Max allowed for change between T1 and T2. Cycle 10 times No explosion, no fire, no vent, and no leakage.

Description	Test References	Test Condition/Result
Vibration resistance	BS2011 Part 2.1 FDC (IEC68-2-37)	After standard charge, tested under the following conditions: Random vibration 5Hz-500Hz ASD 0.02g ² /Hz in 3 axis for 15 mins. After which, carry out a standard discharge, charge, discharge. No parting joints/cracks or damage to connectors. No leakage or critical damage.
Impact shock resistance	-	3 cycles of 50G 11ms, 1/2 sine pulse acceleration applied in 6 directions. 18 shocks total.
ESD protection	-	Accordance with EN61000-4-8

APPENDIX C WIRELESS ZERO CONFIG SETTINGS

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Configuring the Unit Using Wireless Zero Config	C-4

Wireless Zero Config

This appendix describes how to set up your radio using *Windows Wireless Zero Configuration* – an alternative to the *Fusion Wireless Companion*.

NOTE For details about using *Fusion Wireless Companion*, refer to “[Fusion Wireless Companion - Setting Up the XWing2 802.11a/b/g/n Radio](#)” on page 4-31.

- In the *Today* screen, tap on the **Fusion** softkey at the bottom of the screen.



- In the *Fusion Launch* screen, tap on **Options**.



- Choose **Windows Manages WLAN**, and tap on **Save** and **OK**.
- Press and hold down the **[Power]** button and the **[FN/BLUE]** key to reset the unit.

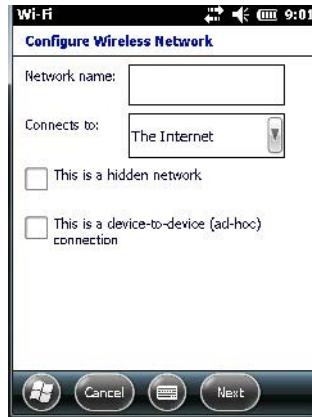
Wireless Zero Config will be listed in the *Today* screen.



- Tap on **Wireless Zero Config** in the *Today* screen.

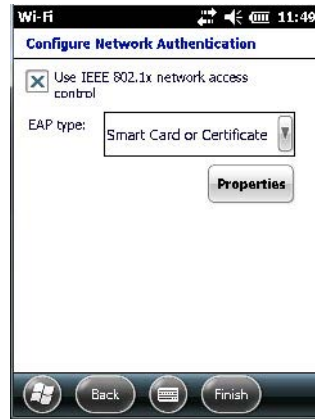
Configuring the Unit Using Wireless Zero Config

- In the **Wi-Fi** screen, tap on **Add New...**
- Type the appropriate **SSID** (Service Set Identifier) in the *Network name:* dialog box. The *Network name* field can contain a maximum of 32 characters.



- Choose the type of connection in the drop-down menu next to **Connects to**.
- Tap on **Next**.
- In the Configure Network Authentication screen, choose the appropriate **Authentication**, **Data Encryption**, **Network key** and **Key index** for your network. These are outlined below. Keep in mind that these options vary depending on the type of *Authentication* chosen.
- **Authentication:** Several subtypes of network authentication services are supported: Open, Shared, WPA, and WPA-PSK, WPA2 and WPA2-PSK.
- *Open* authentication does not provide security. When this option is chosen, the hand-held connects to wireless networks which do not use authentication or encryption.
- Under *Shared* authentication, each wireless station is assumed to have received a secret shared key over a secure channel that is independent from the 802.11 wireless network communications channel.
- Under *WPA and WPA-PSK* authentication, the use of 802.1x authentication is required. For wireless networks without a Remote Authentication Dial-In User Service (RADIUS) infrastructure, WPA supports the use of a preshared key. For wireless networks with a RADIUS infrastructure, Extensible Authentication Protocol (EAP) and RADIUS is supported.
- **Encryption:** *WEP* (Wired-Equivalent Privacy) encryption prevents others from accidentally accessing your network. If you are not using encryption, you can choose *Disabled* from the drop-down encryption menu. Otherwise, leave this field as is.
- *AES* (Advanced Encryption Standard) is a standard for protecting data through encryption. AES supports key sizes of 128 bits, 192 bits and 256 bits and will serve as a replacement for the Data Encryption Standard (DES). In addition to the increased security that comes with larger key sizes, the AES algorithm is a symmetrical block cipher that can encrypt (encipher) and decrypt (decipher) information.
- *TKIP* (Temporal Key Integrity Protocol) uses the original WEP programming but wraps additional code at the beginning and end to encapsulate and modify it. Like WEP, TKIP uses the RC4 stream encryption algorithm as its basis. The new protocol, however, encrypts each data packet with a unique encryption key, and the keys are much stronger than those of its predecessor.
- **Network Key:** This field becomes available if you deselect *The key is automatically provided*. This text box is used to specify a 5 or 13 ASCII character sequence or an equivalent 10 or 26 Hexadecimal digit sequence that matches the active WEP key on the access point. It is set to automatically provide a key by default.

- **Key Index:** This field becomes available if you deselect *The key is automatically provided*. This field is used to identify the WEP key.
- Tap on **Next** to display the screen in which you can choose the **EAP (Extensible Authentication Protocol)** type.



When *Use IEEE 802.1x network access control* is enabled, **EAP** types are available in the drop-down menu. The items will vary depending on your network setup.

Keep in mind that some authentication protocols require that you select a Certificate. By tapping on the *Properties* button, you can select a *Certificate*.

- Tap on **Finish** when the configuration is complete.

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