

**NEC MOBILEPro™ P300**  
**POCKET PC 2002**



**R E F E R E N C E   G U I D E**

**NEC**

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# Preface

This reference guide contains detailed information on the use of the NEC MobilePro™ P300 powered with the Microsoft® Windows® Powered Pocket PC 2002.

The guide is organized as follows.

**Chapter 1 — Get Started**, provides procedures for unpacking, battery charging, calibration, and installing Microsoft ActiveSync®.

**Chapter 2 — Learn the Basics**, includes information on pop-up menus, notifications, and entering information. Also includes information for customizing your MobilePro.

**Chapter 3 — Use Microsoft Pocket Outlook**, provides procedures for using Microsoft Pocket Outlook Calendar, Contacts, Tasks, Notes, and Inbox.

**Chapter 4 — Use the Companion Programs**, includes information on using Pocket Word, Pocket Excel, MSN Messenger, Windows Media™ Player for Pocket PC, and Microsoft Reader.

**Chapter 5 — Use Pocket Internet Explorer**, provides information and procedures for using Pocket Internet Explorer, Mobile Favorites folder, and AvantGo® interactive service.

**Chapter 6 — Get Connected**, includes procedures for connecting to the Internet and for transferring data using infrared.

**Chapter 7 — If You Have Problems**, includes information for solving problems that you might have in using the MobilePro.

**Chapter 8 — NEC Computers Information Services**, includes information for obtaining NEC Computers technical support and for accessing the NEC Computers Web site.

**Chapter 9 — Specifications**, includes specifications for the MobilePro and its accessories.

# 1

## Get Started

- Unpack Your MobilePro P300
- Get to Know Your MobilePro P300
- Charge the Battery
- Calibrate and Activate the MobilePro
- Learn the Basics
- Install ActiveSync
- Use the Secure Data Card
- Access MobilePro Functions
- Get Help
- MobilePro Care
- Install Productivity, Mobility, and Entertainment Applications

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This chapter includes the following information:

- unpacking your MobilePro™ P300
- getting to know your MobilePro
- charging the battery
- calibrating and activate the MobilePro
- learning the basics
- installing Microsoft® ActiveSync®
- using the Secure Data card
- accessing MobilePro functions
- getting help
- MobilePro care
- installing productivity, mobility, and entertainment applications.

## ***Unpack Your MobilePro P300***

Your MobilePro P300 ships with a number of accessories. When you unpack the MobilePro P300, verify that you have all of the items listed here and that they are in good condition. If anything is missing or damaged, contact the organization that sold you the MobilePro.

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**Note** Before you start using your MobilePro P300 for the first time, you need to charge the built-in battery (see “Charging the Battery” later in this guide).

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- MobilePro P300 (includes a stylus in a holder on the MobilePro)
- MobilePro P300 AC Adapter
- MobilePro P300 Universal Serial Bus (USB) Cradle
- USB PC Connect Cable
- Liquid Crystal Display (LCD) Protection Cover (attached to the MobilePro)
- Companion CD (contains the Microsoft ActiveSync software, and several productivity, mobility, and entertainment applications)
- Secure Digital (SD) Card (contains several productivity and mobility applications)
- *MobilePro P300 Quick Start*
- *MobilePro P300 Getting Started Guide*
- *MobilePro P300 Reference Guide* (on the Companion CD)
- *MobilePro P300 Release Notes*

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## ***Get to Know Your MobilePro P300***

Your MobilePro P300 is a multifunction handheld device designed for ease of use in the office, on the road, at home, or wherever you are.

The MobilePro is powered by the Microsoft Windows Powered Pocket PC 2002 operating system. Data synchronizing between the MobilePro and your computer is provided by Microsoft ActiveSync.

Standard features include a 206-MHz Intel® Strong ARM processor, 32-MB synchronous dynamic random access memory (SDRAM), reflective LCD panel with 65K color, touch screen with automatic backlighting, internal speaker, microphone, an internal rechargeable Lithium Ion battery, and a removable LCD cover. Touch screen backlighting and brightness levels are adjustable.

The MobilePro includes an infrared (IR) port, CompactFlash (CF) card slot, and Secure Digital (SD) card slot. You can use the IR port to transfer data between other handheld devices with IR capabilities or your computer. The CF and SD card slots can be used to expand memory, add applications, and more.

Also included with the MobilePro is a cradle for holding the MobilePro, a USB synchronizing cable, and an AC adapter. Use the cradle to charge the battery and to synchronize with your computer.

Your MobilePro P300 comes with a stylus, a pen-like device that allows you to touch, tap, or double tap objects on the MobilePro touch screen. The touch, tap, and double tap act just like a point, click, and double click of a mouse.

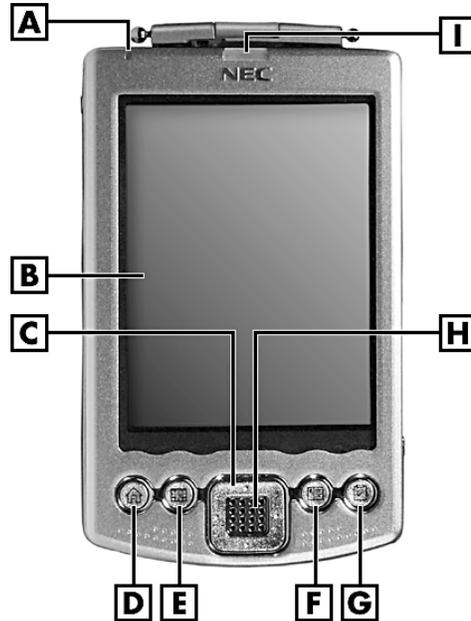
The external features of the MobilePro P300 and cradle are shown and described in the following sections.

---

## Front Features

The front features are shown in the following figure (shown with the cover folded back). Brief descriptions follow the figure.

*MobilePro P300 Front Features*



- |                                   |                             |
|-----------------------------------|-----------------------------|
| <b>A</b> – Battery Charging LED   | <b>F</b> – Contacts Button  |
| <b>B</b> – Touch Screen           | <b>G</b> – Tasks Button     |
| <b>C</b> – Navigation Buttons (4) | <b>H</b> – Speaker          |
| <b>D</b> – My Menu Button         | <b>I</b> – Notification LED |
| <b>E</b> – Calendar Button        |                             |

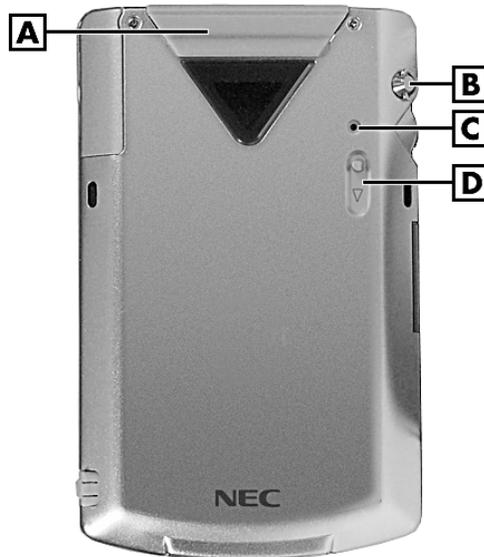
- Touch Screen — enter, read, send, receive, and modify data by tapping the touch screen with the stylus. Backlighting is automatic with automatic dimming after a preset time. Tap the touch screen to restore full backlighting.
- Battery Charging LED — lights amber while the battery is charging. Lights a light green when the battery is charged.
- Notification LED — a seven-color LED that indicates system status. Tap **Start**, tap **Programs**, tap **My Setting**, and tap **LED Setting** to see what the LED colors indicate. The LEDs are customizable.
- Program Buttons — press or tap the My Menu, Calendar, Contacts, or Tasks button for quick access to tasks or programs. The buttons are customizable.
- Navigation Buttons — use the four buttons as arrow keys, the same as you would for a keyboard's up, down, left, and right arrow keys.
- Speaker — sounds alarms and plays back sound recordings.

---

## Back Features

The back features are shown in the following figure (shown with the cover removed). Brief descriptions follow the figure.

*MobilePro P300 Back Features*



**A** – Compact Flash Card Slot      **C** – Reset Button  
**B** – Strap Holder                      **D** – Ejector Button

- Compact Flash (CF) Card Slot — insert an optional CF card in this slot. Use the card for data storage.
- Strap Holder — clip an optional carrying strap to the holder.
- Reset Button — performs a soft reset of the operating system in case of malfunction. Your data is preserved if it was saved.

You can also use the reset button and power button to do a hard reset.

---

**⚠ CAUTION** Save your data to a CF card or to your computer before doing a hard reset or your data is lost when you do a hard reset.

Be careful how you hold the MobilePro to avoid accidentally touching or pressing the recording button while simultaneously pressing the reset and power buttons.

---

Simultaneously press and hold the reset button and the power button to do a hard reset.

- Ejector Button — ejects an installed CF card.

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## Right Side Features

The right side features are shown in the following figure (shown with the cover removed). Brief descriptions follow the figure.

*MobilePro P300 Right Side Features*



**A** – Stylus      **B** – Host Interface Connector

- Stylus — use to tap or write on the screen. Slide the stylus out of its storage compartment on your MobilePro.

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**⚠ CAUTION** Always use the stylus for tapping the touch screen. Never use hard-pointed or sharp objects. These objects can damage the touch screen.

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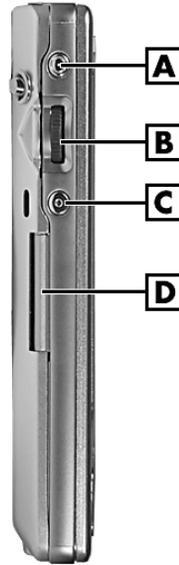
- Host Interface (IF) Connector — connect an optional USB host I/F conversion cable to this connector for connecting to USB devices.

---

## Left Side Features

The left side features are shown in the following figure (shown with the cover removed). Brief descriptions follow the figure.

*MobilePro P300 Left Side Features*



**A** – Power Button  
**B** – Scroll Dial

**C** – Recording Button  
**D** – Secure Digital Card Slot

- Power Button — turns power on and off. The MobilePro automatically turns off after one minute of inactivity to conserve battery power. The inactivity setting is adjustable.

You can also use the power button and reset button to do a hard reset.

---

**CAUTION** Save your data to a CF card or to your computer before doing a hard reset or your data is lost when you do a hard reset.

Be careful how you hold the MobilePro to avoid accidentally touching or pressing the recording button while simultaneously pressing the power and reset buttons.

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Simultaneously press and hold the power button and the reset button to do a hard reset.

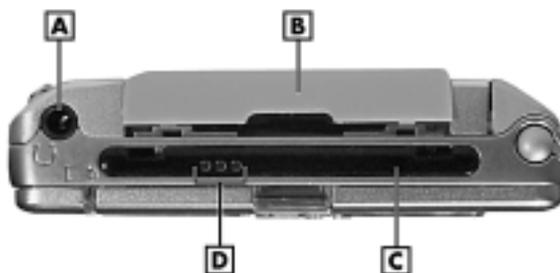
- Scroll Dial — use to scroll through a menu and to select a program.
- Recording Button — when pressed, records sound in Notes.
- Secure Digital (SD) Card Slot — insert your SD card in this slot to load the productivity and mobility applications into your MobilePro. You can also use optional SD cards to add graphics, databases, and other information to your MobilePro.

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## Top Features

The top features are shown in the following figure (shown with the cover removed). Brief descriptions follow the figure.

*MobilePro P300 Top Features*



**A** – Headset Jack      **C** – IR Port  
**B** – CF Card Slot      **D** – Microphone

- Headset Jack — connect an optional headset to this port.
- Microphone — record your notes.
- IR Port — exchange data with another handheld or your computer (both must have IR capabilities).
- CF Card Slot — insert an optional CF card in this slot. Open the cover to slide the card in the slot. Slide the ejector button on the back of the MobilePro to eject a card.

## Bottom Features

The bottom features are shown in the following figure (shown with the cover removed). Brief descriptions follow the figure.

*MobilePro P300 Bottom Features*



**A** – Cradle Connector      **B** – Power Connector

- Cradle Connector — connect the cradle to this connector. Use the cradle to charge the battery and to synchronize the MobilePro with your computer.
- Power Connector — connect the AC adapter to this connector if you are not using the cradle.

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## Cradle Features

The cradle holds the MobilePro for charging the battery, synchronizing data with your computer, using expansion cards, or keeping your MobilePro on for long periods. You can also charge the MobilePro without using the cradle.

The cradle features are shown in the following figure. Brief descriptions follow the figure.

*MobilePro P300 Cradle Features*



**A** – MobilePro Connector (on front)      **C** – USB PC Cable Connector  
**B** – Power Connector                              **D** – Serial Cable Connector

- MobilePro Connector — connect your MobilePro to this connector. Use the cradle to charge the battery and to synchronize the MobilePro with your computer.
- Serial Cable Connector — connect an optional serial cable to this connector and a serial port on your computer to synchronize the MobilePro with your computer. Use this feature if you do not have a USB connector on your computer
- USB PC Cable Connector — connect the USB PC cable to this connector and to the USB port on your computer for synchronizing data.
- Power Connector — connect the AC adapter to this connector.

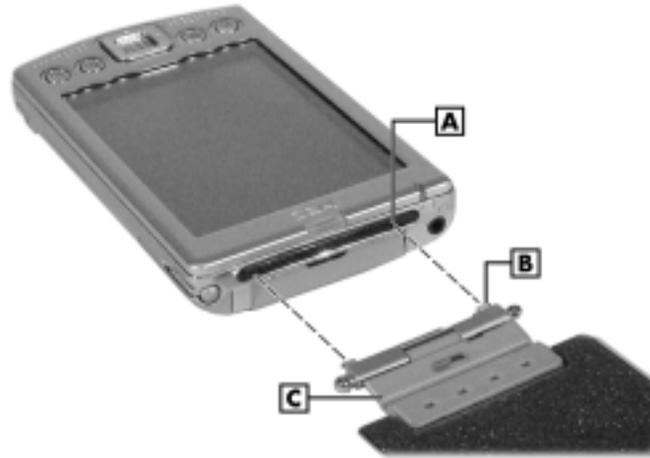
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## LCD Cover Features

The LCD cover is a hinged plastic cover that fits over the touch screen on your MobilePro. A magnet at the bottom of the MobilePro holds the cover in place. The cover can be folded over the back for clear access to the touch screen.

The cover can be removed from the MobilePro by pressing in on the two round pins on the cover hinge and removing the cover from the MobilePro. Reinstall the cover by aligning it with the top of the MobilePro, pressing in on the round pins, and inserting the hinge catches in the slots.

### Removing the Cover



A – Slot (1 of 2)  
B – Catch (1 of 2)

C – Cover Hinge

## Charge the Battery

Your MobilePro P300 contains a rechargeable Lithium Ion battery. The battery must be charged before you use the MobilePro the first time and periodically recharged thereafter. As the battery is rechargeable, you do not need to constantly replace batteries.

Battery power is monitored by your MobilePro P300. Warning messages and battery low icons display when battery power becomes low. If you receive a battery low warning message, you should save your data and recharge the battery as soon as possible to avoid data loss.

You can also monitor battery power activity through the power remaining indicator on your MobilePro. Press or tap the My Menu button to see the indicator. Or tap **Start**, tap **Settings**, tap the **System** tab, and tap **Power**.

Use the MobilePro cradle and AC adapter to charge the battery. You can also directly charge the MobilePro using the AC adapter.

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**Note** Before using your MobilePro for the first time, you need to charge the battery. Do not use the MobilePro until the battery is fully charged, as indicated by the steady green battery charging LED and the power remaining indicator.

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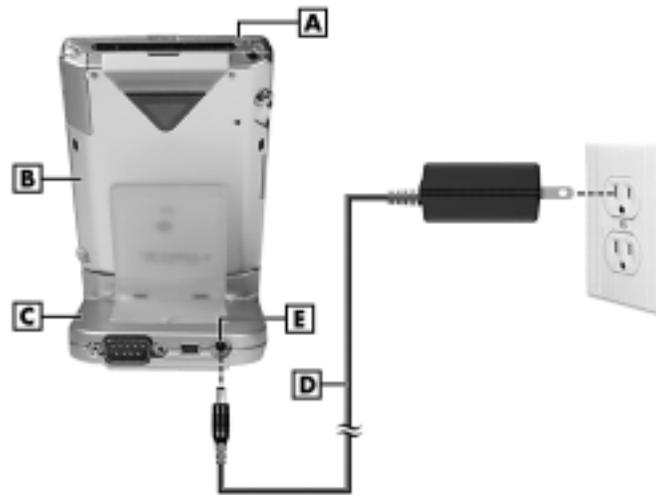
---

Charge the battery as follows.

1. Position the cover so that it does not cover the back and front of the MobilePro.
2. Plug the MobilePro into the cradle.
3. Plug the AC adapter into the power port on the back of the cradle.

If you are not using the cradle, plug the AC adapter directly into the power port on the bottom of the MobilePro.

### *Charging the Battery*



- |                          |                     |
|--------------------------|---------------------|
| A – Battery Charging LED | D – AC Adapter      |
| B – MobilePro            | E – Power Connector |
| C – Cradle               |                     |

4. Plug the other end of the AC adapter into a grounded 115-volt AC outlet.
  - The battery-charging LED lights amber, indicating that the battery is charging.
  - You can also check the power remaining indicator.
5. When the battery is charged, the following occurs.
  - The battery-charging LED lights green.
  - The power remaining indicator indicates 100%.

Now calibrate and activate your MobilePro (see “Calibrate and Activate the MobilePro” in the following section). Calibration must be done to ensure proper operation of your MobilePro.

You can leave the MobilePro in the cradle and the AC adapter connected to keep your battery charged.

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**Note** Whenever possible, keep your MobilePro connected to the AC adapter and a power source. Doing so keeps the battery charged.

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## Calibrate and Activate the MobilePro

It is essential that you calibrate and activate your MobilePro before you use it. This ensures accurate positioning when entering text and selecting menus. Calibrate and activate the MobilePro as follows.

1. Press the power button to power on the MobilePro.
2. Tap the touch screen with the stylus to start the calibration and activation.
3. At the prompt to align the screen, tap the center of the cross wherever the traveling cross stops on the screen. You might have to do this several times to properly calibrate.
4. On completion of the screen calibration, follow the screen prompts to complete the activation.
  - At the Stylus screen, tap **Next** to continue.
  - At the “pop-up menus” screens, perform the indicated operations.
  - At the Congratulations screen, tap **Next** to continue.
  - At the “location” screen, select your time zone and tap **Next** to continue.
  - At the “completion” screen, tap the screen to continue.
  - The Today screen displays.

---

**Note** You can also recalibrate the MobilePro at any time after the initial calibration. Tap **Start**, tap **Settings**, tap the **System** tab, and tap **Screen**.

---

Your MobilePro is now ready to use. The following sections describe the MobilePro’s three basic screens and how to use them for performing functions. Also included is information for installing ActiveSync on your computer.

## Learn the Basics

There are three basic screens you need to know about to get started. These are the Today screen, the Navigation Bar screen, and the My Menu screen.

The first screen that you normally see on startup is the Today screen. This screen displays your important events (for example, current date and time, your name, upcoming appointments, unread messages, tasks).

Tapping  or tapping **Start** on the Today screen with the stylus takes you to the Navigation Bar screen. At the Navigation Bar, you can select and access the programs available on your MobilePro. Tap **Start** to go back to the Today screen.

The My Menu screen is opened by pressing or tapping the My Menu button on the front of the MobilePro. Using My Menu is a fast and easy way to access many of the tasks and programs available on the MobilePro.

Your actions on these basic screens are controlled with the stylus. The stylus is used as follows.

- Tap — touch the screen once with the stylus to open programs and select options.
- Drag — hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.
- Tap and Hold — tap and hold the stylus on an item to see a list of actions available for that item. On the displayed pop-up menu, tap the action that you want to perform.

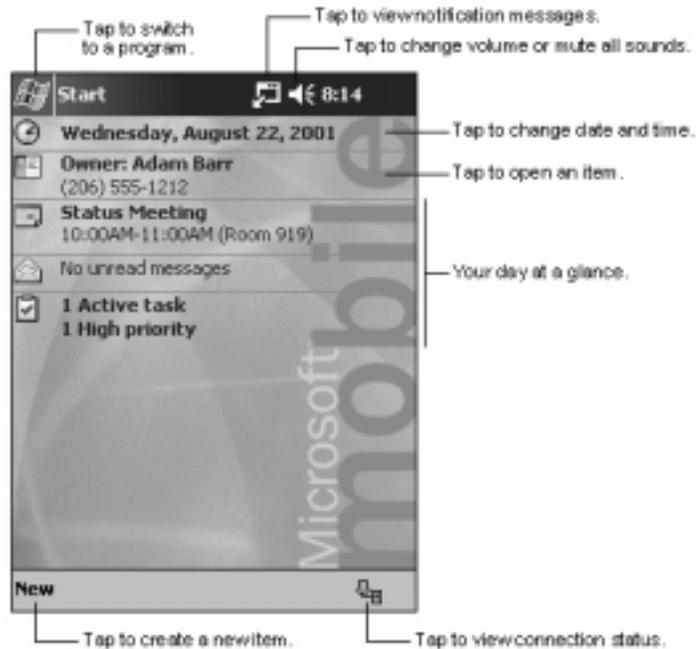
See the following sections for more information on using the Today screen, Navigation Bar, My Menu screen, and stylus.

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## Today Screen

The Today screen normally appears whenever you power up the MobilePro. On the Today screen, you can see at a glance your important information for the day. The following figure shows a typical Today screen and what you can do from it.

*Typical Today Screen*



At the top of the screen is the Start bar. The bar displays the current time and any active program. The bar also allows you to switch to programs and close screens.

From the Today screen, you can select any of the listed activities by tapping on your selection with the stylus. For example, if you just activated your MobilePro, you might want to enter your name as the owner. Do this as follows.

1. At the Today screen, tap **Tap here to set owner information**.
2. At the Owner Information screen, tap the keyboard icon at the lower right of the screen. The keyboard is displayed.
3. Tap once in the Name field. A blinking cursor appears, indicating that you can enter data.
4. Use the keyboard to tap in your name, just as you would with your computer keyboard.
5. If you make a mistake and need to remove a letter(s) or remove a word(s), you can
  - correct minor mistakes by placing the cursor after the letter or letters to be deleted and pressing the backspace arrow on the keyboard to delete the letter or letters.
  - highlight a whole word(s) with the stylus and pressing and holding the stylus on the word(s). A pop-up menu gives options to Undo, Cut, Copy, Paste, Clear, or Select All.
6. When done, click **OK**. Your changes are saved and the Today screen is displayed with your name as the owner.

At the bottom of the Today screen is the Command Bar. Tapping **New** on the bar lists several tasks that you can tap to open. Use this as a short cut to open any of the listed tasks.

By using the stylus and several control buttons, you can open tasks from the Today screen and Navigation Bar and enter or read data at selected screens.

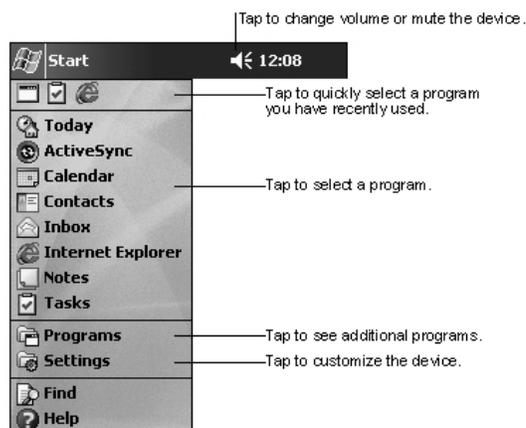
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## Navigation Bar Screen

To switch to the Navigation Bar screen, tap  or tap **Start** at the top of the Today screen. The Navigation Bar is displayed on the Today screen.

From the Navigation Bar, you can select any one of the listed activities by tapping on your selection with the stylus. You can also use the navigation buttons on the front of the MobilePro or the scroll dial on the side of the MobilePro to scroll up or down, then open the highlighted program by pressing the dial.

### Typical Navigation Bar Screen



The Start bar at the top of the screen displays the time and one or more status icons. The bar also displays the  icon which you can tap to return to the Today screen.

To select a program from the Navigation Bar (for example, Contacts), tap  or tap **Contacts**. You can also tap the Contacts button on the front of the MobilePro. Note the Contacts command bar at the bottom of the screen.

The Contacts command bar has a **New** button for creating a new contact, a **View** button for changing the way the contacts are displayed (by name, by company), a **Tools** button for beaming contacts and changing various settings, and an input panel button. Tapping the input panel button displays a keyboard which you can use to create or edit a contact.

You can also input information by writing data on the screen. Tap the triangle in the lower right corner of the screen, and tap **Block Recognizer**, **Letter Recognizer**, or **Transcriber**. For information on using each input device, tap **?** (Help) to open a help screen.

Close the open activity by tapping **X** in the upper right corner of the screen. If you changed anything, tap the appropriate program command to save the changes.

Many of the programs available on your MobilePro are selected and used in a manner similar to that described for Contacts.

The following table lists some of the programs that might be on your MobilePro. To see what you actually have on your MobilePro, tap **Start** to open the Navigation Bar screen to see a list. To see additional programs, tap **Programs**. Also look on the Companion CD and SD card for more programs that you might want to install.

---

## Programs

Icon	Program	Description
	ActiveSync	Synchronize information between your MobilePro and computer.
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your colleagues and friends.
	MobilePro Synchronization System	Use as a single-source mobile solution to stay connected while away from the office.
	Inbox	Send and receive e-mail messages.
	Internet Explorer	View Web pages downloaded from your computer or connect to the Internet to browse the Web.
	Notes	Create handwritten or typed notes, drawings, and recordings.
	Tasks	Keep track of your tasks.
	Windows Media	Play audio or video files.
	Programs	Tap <b>Programs</b> to see a list of the various programs available to you.
	Settings	Tap <b>Settings</b> to see the various areas that you can access for changing/reviewing settings.
	Find	Use Find to find data in your MobilePro.
	Help	Tap <b>Help</b> to see the Help Contents.

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For further information on accessing and using the activities, tap **Help** on the Navigation Bar.

### My Menu Screen

You can open the My Menu screen at any time by pressing or tapping the My Menu button on the front of the MobilePro. My Menu consists of several screens. On each screen are icons representing a task, program, or setting. All are shortcuts, giving you faster access to many of the functions available from the Navigation Bar. Use the My Menu screen and its icons as shortcuts, similar to using shortcuts on your computer.

At the top of each My Menu screen is the My Menu bar. Tapping the flag icon or My Menu takes you back to the Navigation Bar. Tapping the X exits the screen.

At the bottom of each screen is the command bar. Tap **Settings** to see a list of items for customizing your MobilePro. Tap the up/down arrows icon to check battery charge, system functions, and to open various programs. Tap the downward-pointing triangle to open a pop-up selection menu, and tap a setting to switch to it. Tap the right and left triangles to advance to the next screen or to go to the prior screen. Tap the upward-pointing triangles to scroll up or down.

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## Install ActiveSync

A key component of your MobilePro is the Microsoft ActiveSync program. With Microsoft ActiveSync, you can synchronize the information on your computer with the information on your MobilePro and update both with the most recent information.

For example:

- Keep Microsoft Pocket Outlook<sup>®</sup> data up-to-date by synchronizing your MobilePro with Microsoft Outlook data on your computer.
- Synchronize Microsoft Word and Microsoft Excel files between your MobilePro and computer. Your files are automatically converted to the correct format.

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

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With ActiveSync, you can also:

- Back up and restore your MobilePro data.
- Copy (rather than synchronize) files between your MobilePro and computer.
- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while connected to your computer or only when you choose the synchronize command.
- Select which information types are synchronized and control how much data is synchronized. For example, you can choose how many weeks of past appointments you want synchronized.

Your MobilePro comes with ActiveSync already installed. However, to synchronize information with your computer, you must also install ActiveSync on your computer.

Install ActiveSync on your computer from the Companion CD as follows.

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**Note** Before starting the ActiveSync installation, ensure that you have Microsoft Outlook installed on your computer. If you don't have Outlook, you can install Outlook 2002 from the Companion CD. If you have Outlook 98 or Outlook 2000 installed, you are encouraged to update to Outlook 2002. You should install Outlook 2002 before starting the ActiveSync installation.

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1. Connect your computer, monitor, mouse, and keyboard.

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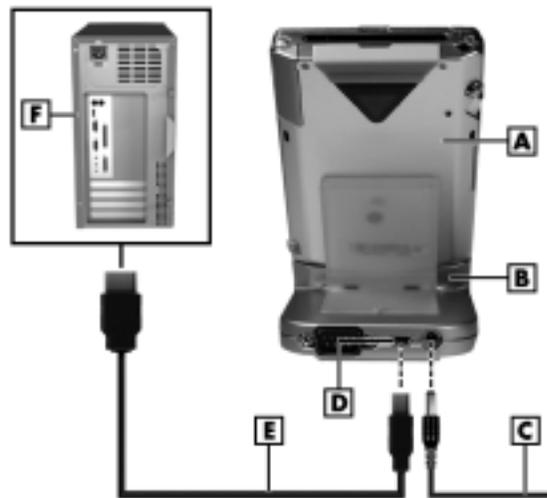
**Note** Do not connect your MobilePro and cradle to the computer until ActiveSync is installed.

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2. Power on your computer and monitor.
3. Insert the Companion CD into the CD-ROM drive of your computer. The CD autoruns and displays the Getting Started with Your Pocket PC screen.
4. At the Getting Started with Your Pocket PC screen, click **Start Here**.
5. At the Start Here screen,
  - Please read the Overview before installing ActiveSync 3.5. If you have not installed Outlook, install it now. Click **Install Outlook 2002** and follow the prompts. Return to the Start Here menu when done.

- 
- Click **Download Connection Wizard** and read the overview to see if you require the wizard. Follow the prompts to install the wizard on your computer. Return to the Start Here menu when done.
6. At the Start Here screen, click **Install ActiveSync 3.5**.
  7. At the Install ActiveSync 3.5 screen, click **Install**.
  8. At the File Download screen, click **Run this program from its current location**.
  9. Follow the prompts to install ActiveSync on your computer. When prompted, connect your MobilePro to your computer.
    - Install the MobilePro in the cradle.
    - Connect the AC adapter to the cradle and power.
    - Connect the USB PC synchronization cable to the cradle and to your computer.

### *Synchronizing Setup*



- |                      |               |
|----------------------|---------------|
| A – MobilePro        | D – USB Port  |
| B – Cradle           | E – USB Cable |
| C – AC Adapter Cable | F – Computer  |

10. At the Add New Hardware Wizard screen, click **Next** and follow the prompts.
  - When the Device Manager asks for the driver, click **Browse**, select the CD-ROM drive (typically D or E) containing the Companion CD, and select the **Wceusbsh.inf** file under the root directory.

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**Note** Be sure that you select the **Wceusbsh.inf** file or ActiveSync won't work.

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- Click **OK** to continue.
11. Follow the prompts to complete the synchronization and establish a partnership between your MobilePro and your computer.

Your first synchronization begins when the installation is completed. This takes time, as the process is copying information to the MobilePro.

On completion of synchronization, you can either remove the MobilePro from the cradle or leave it in with AC power connected.

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Press the power button on the MobilePro and check your Calendar. Tap the Calendar program button, tap the Calendar icon on the Today screen, or tap  and tap  (calendar). Note that your calendar information in Microsoft Outlook on your computer was copied to your MobilePro. Also look at Contacts and Tasks. If you have Contacts and Tasks information on your computer, you should see that information copied to your MobilePro.

When done, tap the **X** button at the top right of the screen to exit the program.

For further information on using MobilePro ActiveSync, tap  at the Today screen and tap **Help** at the Navigation Bar screen. At the Help screen, tap **Connections** and tap **Set Up Remote Synchronization** or tap **Start and Stop Synchronization**.

For information about using ActiveSync on your desktop computer, start ActiveSync on your computer and click **ActiveSync Help**.

Once you have installed ActiveSync on your computer and performed your first synchronization, synchronization occurs whenever the ActiveSync components on the MobilePro and on your computer are activated.

Use the USB PC connect cable for synchronization. You can also use infrared or an optional serial cable for synchronization. Set the synchronization type on the MobilePro by tapping **Start**, tapping **ActiveSync**, tapping **Tools**, tapping **Connect via IR**, or tapping **Options** then **USB Sync**.

## ***Use the Secure Data Card***

The Secure Data (SD) card included with your MobilePro contains several productivity and mobility programs that you can install on your MobilePro (see “Installing Productivity, Mobility, and Entertainment Applications” at the end of this chapter). You can also load the programs from your Companion CD.

To install the SD card and any of its programs, use the following procedure.

1. Connect your MobilePro to the cradle and the AC adapter to the cradle and AC power.
2. Power on the MobilePro.
3. Install the SD card in the SD slot on the side of your MobilePro. A menu displays on the MobilePro touch screen, showing you the contents of the card.
4. Select a program and follow the prompts to load it on your MobilePro.
5. When finished, remove the SD card and store it in a static free bag, or use it to store data or programs.

## ***Access MobilePro Functions***

The following table is a guide to many of the functions and settings for the MobilePro. Included in the table is the tapping path for accessing the function from the Navigation Bar. Note that not all functions are listed and some settings and selections may differ from that on your MobilePro.

You can also access many of these functions from the My Menu screen. Press or tap the My Menu button on the front of the MobilePro, tap the triangle at the bottom right of the screen to open a pop-up menu, and tap a selection (Top, Application, Data, Settings-Personal, Settings-System, or Settings-Connections). At the selected screen, tap the function.

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## Accessing MobilePro Functions

Function	Access
About Pocket PC	Tap <b>Start</b> , tap <b>Settings</b> , tap <b>System</b> tab, and tap <b>About</b> to see Pocket PC version and processor type.
ActiveSync	Tap <b>Start</b> , tap <b>ActiveSync</b> , and tap <b>Sync</b> or <b>Tools</b> .
Align Screen	Tap <b>Start</b> , tap <b>Settings</b> , tap <b>System</b> tab, and tap <b>Screen</b> .
Backlight Settings	Tap <b>Start</b> , tap <b>Settings</b> , tap <b>System</b> tab, and tap <b>Backlight</b> .
Backup Utility	Tap <b>Start</b> , tap <b>Programs</b> , tap <b>My Setting</b> , and tap <b>Backup Utility</b> .
Battery Status	Tap <b>Start</b> , tap <b>Settings</b> , tap <b>System</b> tab, and tap <b>Power</b> .
Buttons, Front	Tap <b>Start</b> , tap <b>Settings</b> , and tap <b>Buttons</b> .
Calendar	Press the <b>Calendar</b> program button on the front or tap <b>Start</b> and tap <b>Calendar</b> .
Clock	Tap <b>Start</b> , tap <b>Settings</b> , tap <b>System</b> tab, and tap <b>Clock</b> .
Contacts	Press <b>Contacts</b> program button on the front or tap <b>Start</b> and tap <b>Contacts</b> .
File Explorer	Tap <b>Start</b> , tap <b>Programs</b> , and tap <b>File Explorer</b> .
Find	Tap <b>Start</b> and tap <b>Find</b> .
Front Light	Tap <b>Start</b> , tap <b>Programs</b> , tap <b>My Settings</b> , and tap <b>Front Light</b> . Select brightness level.
Help	Tap <b>Start</b> , tap <b>Help</b> , and select a help item.
MobilePro Synchronization System	Tap <b>Start</b> and tap <b>MobilePro Synchronization System</b> .
MobilePro Synchronization System Change Capture	Tap <b>Start</b> , tap <b>Programs</b> , and tap <b>MobilePro Synchronization System Change Capture</b> .
Inbox	Tap <b>Start</b> and tap <b>Inbox</b> .
Infrared Receive	Tap <b>Start</b> , tap <b>Programs</b> , and tap <b>Infrared Receive</b> .
Input Panel	Tap <b>Start</b> , tap <b>Settings</b> , and tap <b>Input</b> . Select input method.
Internet Explorer	Tap <b>Start</b> and tap <b>Internet Explorer</b> (requires optional modem or MobilePro synched to computer).
LED Settings	Tap <b>Start</b> , tap <b>Programs</b> , tap <b>My Setting</b> , and tap <b>LED Setting</b> .
Memory Settings	Tap <b>Start</b> , tap <b>Settings</b> , tap <b>System</b> tab, and tap <b>Memory</b> .
MSN Messenger	Tap <b>Start</b> , tap <b>Programs</b> , and tap <b>MSN Messenger</b> .
My Settings	Tap <b>Start</b> , tap <b>Programs</b> , tap <b>My Settings</b> , and select Front Light, AGC, Asset View, Wakeup, IR Setting, Autorun, LED Setting, or Backup Utility.
Notes	Tap <b>Start</b> and tap <b>Notes</b> .
Owner information	At the Today screen, tap <b>Owner</b> , and enter information.
Password	Tap <b>Start</b> , tap <b>Settings</b> , and tap <b>Password</b> .
Pocket Excel	Tap <b>Start</b> , tap <b>Programs</b> , and tap <b>Pocket Excel</b> .

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## Accessing MobilePro Functions

Function	Access
Pocket PC Basics	Tap <b>Start</b> , tap <b>Help</b> , and tap <b>Pocket PC Basics</b> .
Pocket Word	Tap <b>Start</b> , tap <b>Programs</b> , and tap <b>Pocket Word</b> .
Programs	Tap <b>Start</b> and tap <b>Programs</b> . Select Games, Calculator, File Explorer, MobilePro Synchronization System Change Capture, MobilePro Synchronization System, Infrared Receive, Microsoft Reader, MSN Messenger, My Menu, My Settings, Pocket Excel, Pocket Word, or Terminal Services Client.
Regional Settings	Tap <b>Start</b> , tap <b>Settings</b> , tap <b>System</b> tab, and tap <b>Regional Settings</b> .
Settings, Connections	Tap <b>Start</b> , tap <b>Settings</b> , and tap <b>Connections</b> tab. Select AvantGo Connect, Beam, Connections, or Network Adapters.
Settings, Personal	Tap <b>Start</b> , tap <b>Settings</b> , and tap <b>Personal</b> tab. Select Buttons, Input, Menus, Owner Information, Password, Sounds & Notifications, or Today.
Settings, System	Tap <b>Start</b> , tap <b>Settings</b> , and tap <b>Systems</b> tab. Select About, Backlight, Clock, Memory, Power, Regional Settings, Remove Programs, or Screen.
Sound Volume	Tap <b>Start</b> , tap <b>Settings</b> , and tap <b>Sounds &amp; Notifications</b> .
Start Menu	Tap <b>Start</b> , tap <b>Settings</b> , tap <b>Menus</b> , and select programs to appear on Start menu.
Tasks	Tap <b>Tasks</b> button on the front or tap <b>Start</b> and tap <b>Tasks</b> .
Windows Media	Tap <b>Start</b> and tap <b>Windows Media</b> .

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## Get Help

The following table provides a comprehensive list of where you can get help and information on your MobilePro P300, the software, connections, accessories, and support.

### Help Resources

Item	Resource
MobilePro Operation	<i>MobilePro Release Notes</i> <i>MobilePro P300 Quick Start</i> <i>MobilePro P300 Getting Started Guide</i> <i>MobilePro P300 Reference Guide</i> (this document)
Windows Pocket PC	<b>Windows Pocket PC Help</b> Help file included with Windows Pocket PC. Tap <b>Start</b> on the Today screen, tap <b>Help</b> on the Navigation Bar screen, and tap an item on the Help Contents screen.  <b>Windows Pocket PC web site</b> <a href="http://www.microsoft.com/mobile/pocketpc/default.asp">http://www.microsoft.com/mobile/pocketpc/default.asp</a>

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## Help Resources

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Item	Resource
ActiveSync	<p><b>ActiveSync Help on your computer</b> After installing ActiveSync on your computer, click on Start/Programs/ActiveSync to open the ActiveSync window. Select Help from the menu bar and click on Microsoft ActiveSync Help.</p> <p><b>ActiveSync Help on your MobilePro</b> Tap  at the Today screen and tap <b>Help</b> on the Navigation Bar. At the Help Contents screen, tap <b>Connections</b>. Select a topic for help.</p> <p><b>ActiveSync Help on the Web</b> <a href="http://www.microsoft.com/mobile/pocketpc/default.asp">http://www.microsoft.com/mobile/pocketpc/default.asp</a></p>
Pocket Word, Excel, Reader, Outlook (Inbox, Calendar, Contacts, Tasks, Notes), Windows Media Player, Internet Explorer	<p><b>Microsoft Pocket PC Features</b> <a href="http://www.microsoft.com/mobile/pocketpc/default.asp">http://www.microsoft.com/mobile/pocketpc/default.asp</a></p>
Software and Hardware Resources	<p><b>Pocket PC Magazine</b> <a href="http://www.ppcmag.com">http://www.ppcmag.com</a></p>
MobilePro Accessories	<p><b>NEC Computers Inc. Accessories</b> <a href="http://www.neccomp.com/accessories_category.asp">http://www.neccomp.com/accessories_category.asp</a></p>
MobilePro Technical Support	<p><b>NEC Computers Inc. MobilePro Support</b> <a href="http://support.neccomp.com">http://support.neccomp.com</a></p>

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## MobilePro Care

Your MobilePro is a durable, dependable unit built for extensive use and travel. Follow these guidelines to maintain the condition and performance of the MobilePro.

- Clean your MobilePro with a soft, clean, slightly damp, almost dry cloth. Use only water to dampen the cloth. Do not use any type of cleaning products or soap or you might damage the touch screen and discolor the case finish.
- Do not spray liquids on the touch screen and case or allow liquids to drip into the MobilePro.
- Keep the cover closed over the touch screen whenever you are not using the MobilePro.
- Do not put anything on top of the touch screen.
- Always use the stylus to prevent scratching the touch screen.
- Do not expose your MobilePro to moisture and temperature extremes.
- Avoid dropping or bumping the MobilePro or the AC adapter.
- Do not use the MobilePro in humid or dusty environments.
- Avoid leaving the MobilePro and its components in direct sunlight or near heat sources.

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## ***Install Productivity, Mobility, and Entertainment Applications***

In addition to the standard programs provided on your MobilePro, the Companion CD and SD card contain one or more of the following applications that you can install on your MobilePro:

- ClearVue™ Office Viewers
- VoiceMessenger Force
- PhotoBase™
- MobilePro Synchronization System
- ZIOGolf™
- Golfwits™

Each application is briefly described in the following sections. Included with each description is the procedure for loading the application on your computer and MobilePro, as appropriate.

Before installing an application, you should check your MobilePro's memory (tap **Start**, tap **Settings**, tap the **System** tab, and tap **Memory**) to see if there is sufficient memory for the application.

### ***ClearVue Office Viewers***

The Westtek® ClearVue Office Viewers application combines a Presentation, Worksheet, and Document viewer for use on your MobilePro P300.

With ClearVue Office Viewers, you can open and view native Microsoft Office 97, Office 2000, and Office XP files. ClearVue supports timed transitions, custom animations, and inserted images, fonts, text, AutoShapes, graphs, and charts.

The ClearVue Office Viewers application is on your MobilePro Companion CD and on your SD card.

Use the Companion CD to install ClearVue on your computer and MobilePro as follows.

1. Ensure that your MobilePro is on and connected to your computer, that both are synchronized, and that you have established a partnership.
2. Load the autorun Companion CD in the CD-ROM drive on your computer.
3. At the Getting Started with Your Pocket PC screen, click **Enhance Your Pocket PC**.
4. At the Enhance Your Pocket PC screen, click **Productivity**.
5. At the Productivity screen, scroll to ClearVue Office Viewers. Click Details for information about ClearVue Office Viewers and click **Install**. Follow the prompts to install ClearVue Office Viewers on your computer.

If your MobilePro is connected and synched with the computer, ClearVue is installed on the MobilePro.

If your MobilePro is not connected to the computer, the next time you perform a synchronization, ClearVue automatically installs on it.

Use the SD card to install ClearVue on your MobilePro as follows.

1. Install the MobilePro on the cradle and connect the AC adapter to the cradle and AC power.
2. Install the SD card in the SD card slot.

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3. At the applications selection screen on your MobilePro, tap **ClearVue.cab**. The ClearVue application installs.
  4. Remove the SD card from the MobilePro.
  5. At the Today screen, tap **Start**, tap **Programs**, and tap one of the ClearVue viewer icons.
  6. Tap **?** (Help) for detailed features, instructions, and troubleshooting information.

Please review the help file for detailed features, instructions, and troubleshooting information before using the ClearVue Viewers.

## ***VoiceMessenger Force***

The VoiceMessenger Force is an instant messaging application that lets you connect your MobilePro to the Microsoft® MSN® Messenger Service and view your online buddies. The application allows you to send instant messages to your online buddies and have a group conversation with multiple users. Along with text messages, VoiceMessenger allows you to communicate via graphical “scribble” and voice messages.

To use MSN Messenger Service on the Internet, you need a Passport. If you have a Hotmail® or MSN account, it serves as your Passport.

VoiceMessenger features include:

- **Authenticated User Logon** — Users can log in using their unique Hotmail, MSN, or Passport ID and password.
- **Presence Information** — As soon as users log in to the MSN Messenger Service, they are notified of the presence status of their contacts.
- **Contact List Management** — Users can add or delete users from the contact list using their Hotmail/MSN/Passport ID.
- **Online Status** — Users can change their online status to Busy, Away From Computer, Out To Lunch, On The Phone, Be Right Back, and Invisible modes.
- **Access Permissions** — Users can configure their access permissions, to restrict the ability of buddies to view their online status and send them instant messages.
- **Text Messaging** — Users can send lightweight text messages to their online contacts in real-time.
- **Scribble** — Users can send drawings/sketches in addition to text messages in an instant messaging session to add a completely new dimension to the conversation.
- **Real-time Conversation with Multiple Users** — Users can invite other online contacts in the MSN Messenger Service to engage in a session, where they can send text and scribble instant messages to each other.
- **Connectivity** — Supports Ethernet, Wireless LAN (IEEE 802.11) card, and GPRS connections.
- **Proxy** — Includes SOCKS4 and SOCKS5 support to connect through firewalls.
- **Voice Chat** — Using VoiceMessenger Force, users can now send voice messages to their online buddies. Users can also send voice messages to their online buddies via computer.

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VoiceMessenger Force can be installed on your MobilePro from the Companion CD or the SD card.

To install VoiceMessenger Force from the Companion CD, use the following steps.

1. Ensure that your MobilePro is on and connected to your computer, both are synchronized, and that you have established a partnership.
2. Load the autorun Companion CD in the CD-ROM drive on your computer.
3. At the Getting Started with Your Pocket PC screen, click **Enhance Your Pocket PC**.
4. At the Enhance Your Pocket PC screen, click **Mobility**.
5. At the Mobility screen, scroll to VoiceMessenger Force. Click **Details** for information about VoiceMessenger and click **Install**. Follow the prompts to install VoiceMessenger Force on you computer.
  - Select the destination directory on your computer where you want the setup files to be extracted before they are transferred to your MobilePro.
  - After the files have been extracted, the installation terminates and the Application Manager is launched. Follow the on-screen instructions to transfer the required files to your MobilePro.
  - The installation program copies the VoiceMessenger files to the desired location and makes the necessary entries to set up the software on your MobilePro.
6. At the successful completion of setup, the installation program closes automatically.
7. On your MobilePro Today screen, tap **Start**, tap **Programs**, and tap the VoiceMessenger Force icon.

To install VoiceMessenger Force from the SD card, use the following steps.

1. Power on the MobilePro and install the MobilePro on the cradle. Connect the AC adapter to the cradle and AC power.
2. Install the SD card in the SD card slot.
3. At the selection screen on your MobilePro, tap **VoiceMessenger Force.CAB** and follow the prompts.
4. At the completion of setup, remove the SD card from the MobilePro.
5. At the Today screen, tap **Start**, tap **Programs**, and tap the VoiceMessenger Force icon.
6. Tap **? (Help)** to view the help file for detailed features, instructions, and troubleshooting information.

Please review the help file before using VoiceMessenger Force.

The following issues are known to exist in the current version of VoiceMessenger Force.

- VoiceMessenger Force does not work across most firewalls or address translated networks.
- On Windows NT<sup>®</sup>/95/98 desktop machines, if VoiceMessenger Force is used along with other applications that vie for the sound card (MP3 players, etc.), the application becomes unstable. Specifically, toggling the communication mode from full duplex to half duplex repeatedly causes the application to become unstable. This behavior is not observed on Windows 2000 desktop machines.
- When the MSN Messenger service closes the server session upon idle timeout (approximately in 6 minutes), the application fails to establish any other voice conversation after this event. The only workaround is to sign-out and sign in again.

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- In the MSN Messenger, Desktop companion, if a user hits the Alt-F4 key repeatedly when a voice chat invite is received, the application exits and causes the desktop MSN Messenger Service to sign out.
  - In a voice conversation between a desktop and the MobilePro, if the user floods the MSN Messenger Service server by sending multiple text messages at a furious pace, the server terminates the session. At this point, the voice conversation ends on the computer and MobilePro. However, sometimes the session close message isn't received on the computer and device, causing the voice conversation session to remain in an indeterminate state. The voice chat session is closed when a 'user left' notification is received or when the buddy goes offline.

## **PhotoBase**

ArcSoft® PhotoBase is an image management application for your MobilePro. The program allows you to organize your images and perform basic editing functions.

The PhotoBase application can be installed on your MobilePro from the Companion CD. To install PhotoBase from the Companion CD, use the following steps.

1. Ensure that your MobilePro is on and connected to your computer, that both are synchronized, and that you have established a partnership.
2. Load the autorun Companion CD in the CD-ROM drive on your computer.
3. At the Getting Started with Your Pocket PC screen, click **Enhance Your Pocket PC**.
4. At the Enhance Your Pocket PC screen, click **Productivity**.
5. At the Productivity screen, scroll to ArcSoft PhotoBase. Click **Details** for information about PhotoBase and click **Install**. Follow the prompts to install PhotoBase on your computer.

The installation program copies the PhotoBase files to the desired location on your computer and installs the software on your MobilePro.

6. At successful completion of the installation, the program closes automatically.
7. On your MobilePro Today screen, tap **Start** and tap the PhotoBase icon to open PhotoBase.

When the application is first launched, a list of image files appears. Tap the current folder near the top of the screen to see a list of other folders on your MobilePro. You can view your images in List view or Album view.

At the bottom on the screen, tap the Album icon to see an organized, thumbnail layout of the images in the current folder. When in List or Album view, you can run a slide show of the images in the current folder by tapping the Slide Show button.

Double-tap a file or thumbnail to display the respective image exclusively on the screen. This is known as Photo view. Use the scroll buttons to toggle through the images within the current folder or album.

Tap **Edit** to work on your image. Tap the Draw icon and choose a color by tapping the color box. Use the stylus to "paint" on your image. You can also rotate your image. Pan and zoom options are available so you can view specific areas of an image in detail. An Undo tool allows you to correct mistakes.

To enhance an image, with a single image onscreen, tap **Menu** and tap **Effect**. Choose between Auto Enhance and Brightness & Contrast. Either option provides a means of enhancing the quality of your image through controlled color manipulation.

Additional features include the ability to e-mail images directly from your MobilePro, upload/download images from the Web (through a photo-sharing web site), and send images via infrared. Please see the online Help file for additional information.

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## MobilePro Synchronization System

The MobilePro Synchronization System, powered by Synchrologic™, allows you to stay in contact with your office while you are away. The system serves as your launch pad for handling all mobile applications at one time. By using the system, you can complete such tasks as:

- downloading files, software applications, application updates
- changing dial-up networking connections
- backing up files
- sending and receiving e-mail messages
- getting company news
- synchronizing data (for some applications)
- synchronizing personal information manager (PIM) and e-mail
- getting a history of connection activity.

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**Note** To use the MobilePro Synchronization System, you must have access to the MobilePro Synchronization System server which manages the flow of content.

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The MobilePro Synchronization System comes already installed on your MobilePro. If you need to reinstall the system, use your Companion CD and the following procedures.

Install the MobilePro Synchronization System from the Companion CD to your computer and MobilePro as follows. This installation installs the PIM, e-mail, iFile Distribution (iFD), and iSystem Management (iSM) components on your MobilePro.

1. Ensure that your MobilePro is on and connected to your computer, that both are synchronized, and that you have established a partnership.
2. Load the autorun Companion CD into the CD-ROM drive on your computer.
  - At the Getting Started with Your Pocket PC screen, click **Enhance Your Pocket PC**.
  - At the Enhance Your Pocket PC screen, click **Mobility**.
  - At the Mobility screen, scroll to MobilePro Synchronization System. Click **Details** for information and click **Install**.
3. At the License Agreement screen, click **Accept**.
  - At the Main menu, click **Install MobilePro Synchronization System**.
  - At the Client Installation screen, click **Next**.
  - At the Choose Destination Location screen, choose a location for the files (typically, Program Files\MobilePro Sync System) and click **Next**.
  - At the Select Program Folder screen, select **NEC** and click **Next**. The software installs and the InstallShield Wizard Complete screen is displayed.
  - Click **Finish**.
4. If your MobilePro is connected to your computer (see step 1), a Retrieving Device Data screen is displayed, followed by an Installing Applications screen.
  - Click **Yes** to install NEC MobilePro Sync Systems Manager for iFD and iSM and other pending applications in the default application install directory.

- 
- The client software installs on the MobilePro and the Application Downloading Complete screen appears.
  - Click **OK**. To complete the installation, you must configure the MobilePro Synchronization System on your MobilePro (see the following paragraphs).
5. If your MobilePro was not connected to your computer, a Pending Application Install screen is displayed. Click **OK**. The client software installs at your next synchronization session. You must configure the MobilePro Synchronization System on your MobilePro at that time.

After you complete installation of the MobilePro Synchronization System on your MobilePro, you need to configure the MobilePro for connecting to the MobilePro Synchronization System server. Follow these steps.

1. Power on your MobilePro.
  - At the Today screen, tap **Start**.
  - At the Navigation Bar screen, tap **MobilePro Synchronization System**.
  - At the MobilePro Sync System screen, tap **Settings**, tap **File & Software Distribution**, and tap **Configuration**. The Configuration screen displays.
2. At the Configuration screen, use the keyboard or Character Recognizer to enter data in the following fields (as needed).
  - Server — enter the name or IP address of the MobilePro Synchronization System server.
  - Proxy — if using a proxy server, enter the name of the proxy server. If the proxy server is set up to use a port other than port 8080, enter a colon (:) and the port number immediately following the server name.
  - User Name — enter your user ID (as entered in the server).
  - Password — enter your user password (as entered in the server).
  - Confirm — enter the same password again to confirm it.
3. In the Clear History After box, type or select the number of days you want to keep the history.
4. Tap **OK** to exit the Configuration screen.

If you want to set up Secure Sockets Layer (SSL) encryption for passwords and authentication for iSM and iFD on your MobilePro, use the following procedure. For this to work, SSL must also be set on the server.

1. Power on your MobilePro.
2. At the Today screen, tap **Start**.
  - At the Navigation Bar, tap **MobilePro Synchronization System**.
  - At the MobilePro Sync System screen, tap **Settings**, tap **File & Software Distribution**, and tap **Connection**. The Connection screen is displayed.
3. At the Connection screen, select the Enable SSL check box.
4. Tap **OK** to exit the Connection screen.

---

Your MobilePro operating system has an autocomplete input feature that might hinder the security of passwords. By default, this feature is enabled. If enabled, when you begin to enter a password, suggested words are displayed in a window above the input panel. A space might also be added to the end of the suggested word. To disable this feature, perform the following steps.

1. Power on your MobilePro.
2. At the Today screen, tap **Start**.
  - At the Navigation Bar, tap **Settings**.
  - At the Settings screen, tap **Input**.
  - At the Input screen, tap **Word Completion**.
  - Uncheck the box “Suggest words when entering text.” This also disables “Add a space after suggested word.” Note that this is a global change.
  - If you want to leave “Suggest words when entering text” enabled but want to disable “Add a space after suggested word,” uncheck the “Add a space after suggest word” box. Note that this is a global change.
3. Tap **OK** to exit.

If you need to uninstall the MobilePro Synchronization System from your MobilePro, follow these steps. If you keep the software on your computer, you can reinstall the MobilePro Synchronization System at any time.

1. Power on your MobilePro.
2. At the Today screen, tap **Start**.
  - At the Navigation Bar, tap **Settings**.
  - At the Settings screen, tap **System** tab.
  - At the Systems screen, tap **Remove Programs**.
  - At the Remove Programs screen, tap **MobilePro Synchronization System**, tap **Remove**, and tap **Yes** to confirm removal. Repeat for any other MobilePro Synchronization System components.
3. Tap **OK** to exit.

## **ZIOGolf 2**

The ZIOSoft, Inc. ZIOGolf™ 2 application is a real-time 3-D acceleration game. The breathtaking scenery and hardcore challenges from each unique course delivers a true golfing experience. With easy to play features and controls, sophisticated swing gauge, and life-like graphics, this complete package is the only one you’ll need to get your game into full gear!

ZIOGolf can be installed on your MobilePro from the Companion CD. To install ZIOGolf from the Companion CD, use the following steps.

1. Ensure that your MobilePro is on and connected to your computer, both are synchronized, and that you have established a partnership.
2. Load the autorun Companion CD in the CD-ROM drive on your computer.
3. At the Getting Started with Your Pocket PC screen, click **Enhance Your Pocket PC**.
4. At the Enhance Your Pocket PC screen, click **Entertainment**.

- 
5. At the Entertainment screen, scroll to ZIOGolf 2. Click **Details** for information about ZIOGolf and click **Install**. Follow the prompts to install ZioGolf on your computer.

The installation program copies the ZIOGolf files to the desired location on your computer and installs the software on your MobilePro.

6. At the successful completion of the installation, the program closes automatically.
7. On your MobilePro Today screen, tap **Start**, tap **Programs**, tap **Games**, and tap the ZioGolf icon to open ZIOGolf.

## **Golfwits**

The Siscosoft Golfwits™ application was developed by golfers who have a passion for the game. With an interactive map of the course in the palm of your hand, you now have information at your fingertips that you've never had before. Information that can bring your game to a new level of performance and enjoyment. Take Golfwits™ to the course... today!

Golfwits can be installed on your MobilePro from the Companion CD. To install Golfwits from the Companion CD, use the following steps.

1. Ensure that your MobilePro is on and connected to your computer, both are synchronized, and that you have established a partnership.
2. Load the autorun Companion CD in the CD-ROM drive on your computer.
3. At the Getting Started with Your Pocket PC screen, click **Enhance Your Pocket PC**.
4. At the Enhance Your Pocket PC screen, click **Entertainment**.
5. At the Entertainment screen, scroll to Golfwits. Click **Details** for information about Golfwits and click **Install**. Follow the prompts to install Golfwits on your computer.

The installation program copies the Golfwits files to the desired location on your computer and installs the software on your MobilePro.

6. At successful completion of the installation, the program closes automatically.
7. On your MobilePro Today screen, tap **Start**, tap **Programs**, tap **Games**, and tap the Golfwits icon to open Golfwits.

# 2

## Learn the Basics

- Overview
- Pop-up Menus
- Notifications
- Enter Information
- Enter Text with the Input Panel
- Write on the Screen
- Draw on the Screen
- Record a Message
- Use a Preset or Frequently Used Message
- Find and Organize Information
- Customize Your MobilePro

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## Overview

This chapter describes the basics for using your MobilePro. Included are the following topics:

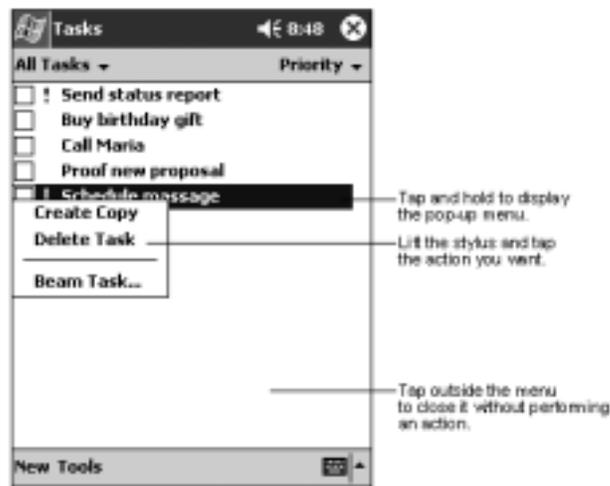
- pop-up menus
- notifications
- enter information
- enter text
- write and draw on the screen
- record a message
- use a preset message
- find information
- customize your MobilePro.

## Pop-up Menus

Pop-up menus are used throughout your MobilePro and vary slightly from program to program. With pop-up menus, you can quickly choose an action for an item.

For example, you can use the pop-up menu in the Tasks list to quickly delete a task or create a copy. To access the pop-up menu, tap and hold the stylus on the task name that you want to copy or delete. When the pop-up menu appears, lift the stylus and tap the action you want to perform. To close the menu without performing an action, tap outside the menu.

### Pop-up Menu



## Notifications

Your MobilePro can remind you of things to do. For example, if you have set up an appointment in Calendar, a task with a due date in Tasks, or an alarm in Clock, you are notified in any of the following ways.

- A message box appears on the screen.
- A sound is played (you can specify the type of sound).
- A light flashes on the MobilePro.

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To select reminder types and sounds, tap  and tap **Settings**. In Settings, tap **Sounds & Notifications**. Make your choices and tap **OK** when done. Keep in mind that what you choose applies throughout your MobilePro.

## Enter Information

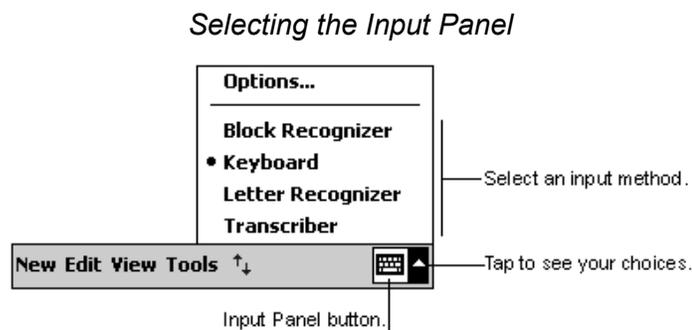
Information is entered into your MobilePro in several ways.

- Enter typed text in the input panel by using the soft keyboard or Letter Recognizer.
- Write or draw pictures directly on the screen with the stylus.
- Speak into your MobilePro microphone to record a message.
- Use ActiveSync to synchronize or copy information from your computer to the MobilePro.

## Enter Text with the Input Panel

Use the input panel in the Command Bar to select the way you want to enter information in any program on your MobilePro. You can either type using the soft keyboard or write using Letter Recognizer, Block Recognizer, or Transcriber. Whatever you choose, the characters appear as typed text on the screen.

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



## Using the Soft Keyboard

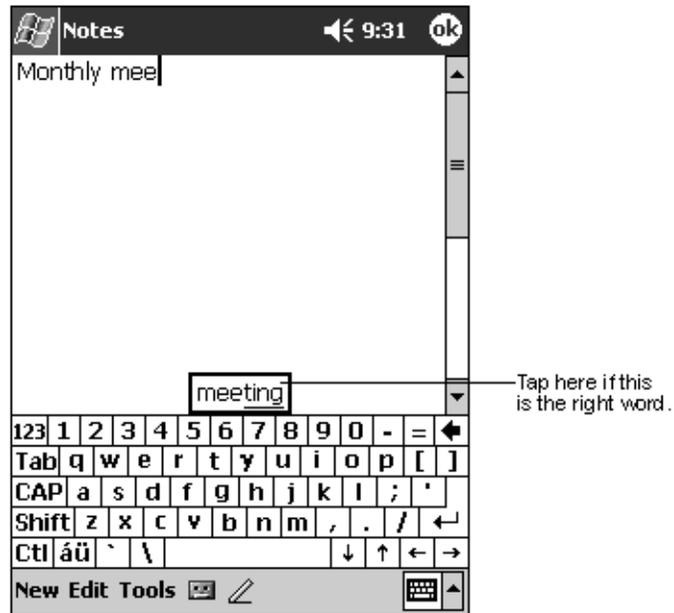
Use the soft keyboard to enter words as follows. To demonstrate, open Notes.

1. In Notes, tap the arrow next to the input panel and tap **Keyboard** at the Options pop-up.
2. Use your stylus to tap the keys to enter your information.

When you use the input panel and the soft keyboard, your MobilePro anticipates the word you are typing or writing and displays it on the screen. When you tap the displayed word, it's inserted into the text at the insertion point. The more you use MobilePro, the more words it learns to recognize.

---

## Using the Soft Keyboard



---

**Note** To change word suggestion options, such as the number of words suggested at a time, tap , tap **Settings**, tap the **Personal** tab, tap **Input**, and tap the **Word Completion** tab.

---

### Using Letter Recognizer

With Letter Recognizer, you can use the stylus to write letters, just as you would on paper. Use these steps to write with Letter Recognizer.

1. Tap the arrow next to the input panel button and tap **Letter Recognizer**.
2. Write a letter in the box.

The written letter is converted to typed text and is displayed on the screen. For further information on using Letter Recognizer, tap the question mark next to the writing area.

### Using Block Recognizer

With Block Recognizer, you can use the stylus to input character strokes that are similar to those used on other devices. Use these steps to write with Block Recognizer.

1. Tap the arrow next to the input panel button and tap **Block Recognizer**.
2. Write a letter in the box.

The written letter is converted to typed text and is displayed on the screen. For further information on using Block Recognizer, tap the question mark next to the writing area.

---

## ***Using Transcriber***

With Transcriber, you can use the stylus to write anywhere on the screen, just as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence or additional information. Pause after writing, and let Transcriber change the written characters to typed characters. Use these steps to write with Transcriber.

1. Tap the arrow next to the input panel button and tap **Transcriber**.
2. Write anywhere on the screen.

The written words are converted to typed text and displayed on the screen. For further information on using Transcriber, tap the question mark in the lower right corner of the screen.

## ***Editing Your Text***

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

1. Highlight the text by dragging the stylus across the text.
2. Tap and hold the selected words and tap an editing command on the pop-up menu (cut, copy, paste) or tap the command on the Edit menu.

## ***Write on the Screen***

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

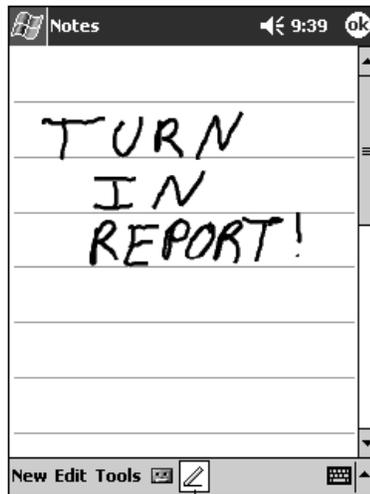
## ***Writing on the Screen***

You can write directly on the screen in Notes as follows.

1. Open Notes in your MobilePro.
2. Tap the Pen button to switch to the writing mode. The screen displays blank space with lines to help you write.
3. Write your message on the screen (see the following figure).

---

## Writing in Notes



Tap the Pen button and use your stylus like a pen.

---

**Note** Some programs that accept writing might not have the Pen button. See the documentation that comes with the program to find out how to switch to the writing mode.

---

### **Editing Your Writing**

If you want to edit or format your writing, you must first select the writing, then edit it. Do this as follows.

1. Tap and hold the stylus next to the writing you want to select, until the insertion point appears.
2. Without lifting the stylus, drag it across the writing you want to select.
3. Tap and hold the writing, then tap an editing command on the pop-up menu (cut, copy, paste) or tap the command on the Edit menu.

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

---

## Converting Your Writing to Text

After you hand wrote your message, you can convert it to text. Do it as follows.

1. If you only want to convert certain words, select them before going to the next step.

### Selecting and Coverting Your Writing



2. Tap **Tools** and tap **Recognize**. Your writing is converted to text.

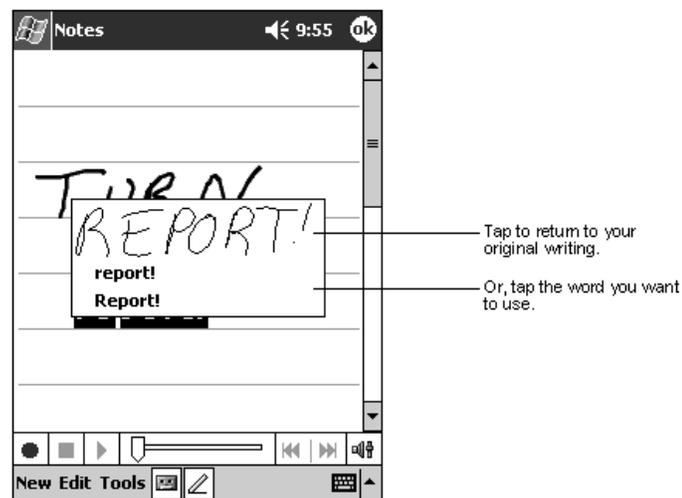
You can also tap and hold the selected words until the pop-up screen displays, then tap **Recognize**.

If a word is not recognized, it's left as writing.

If the conversion is not correct, you can select different words from a list of alternates or return to the original writing.

1. Tap and hold the incorrect word (one word at a time).
2. At the pop-up menu, tap Alternates. A menu with a list of alternate words displays.

### Selecting Alternate Words



3. Tap the word you want to use or tap the writing at the top of the menu to return to the original writing.

Here are some tips for getting good resolution.

- Write neatly.
- Write on the lines and draw descenders below the line. Write the cross of the “t” and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the Tools menu.
- Write the letters of a word closely and leave big gaps between words so that the device can easily tell where words begin and end.
- Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.
- If you add writing to a word to change it (such as changing a “3” to an “8”) after you attempt to recognize the word, the writing you add will not be included if you attempt to recognize the writing again.

## ***Draw on the Screen***

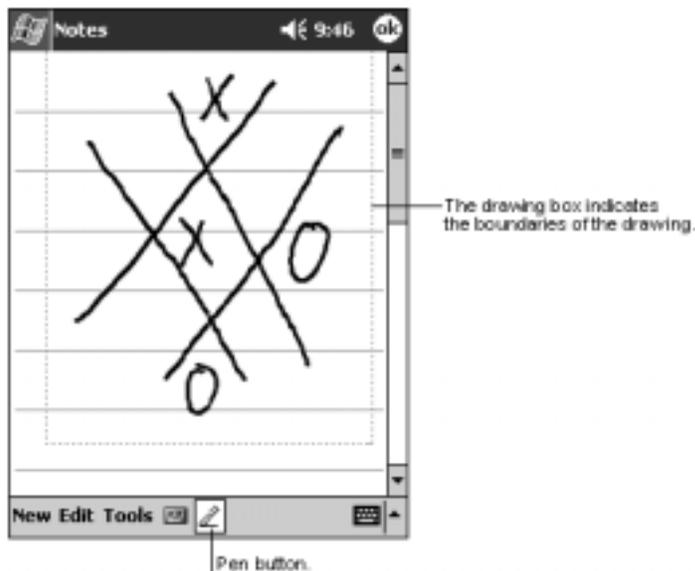
You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they are edited. For example, selected drawings can be resized while writing cannot.

### ***Creating a Drawing***

You create a drawing by first creating a box on the screen, then make your drawing within the box. Do this as follows, using Notes as an example.

1. Use your stylus to make a stroke three ruled lines high. A dotted drawing box appears.
2. Make your drawing in or touching the drawing box and crossing three ruled lines. If the drawing does not cross three lines, it changes to writing.

#### *Creating a Drawing*



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**Note** You might want to change the zoom level to more easily work on or view your drawing. Tap **Tools** and tap a zoom level.

---

## ***Editing Your Drawing***

If you want to edit or format your drawing, you must first select the drawing, then edit it. Do this as follows.

1. Tap and hold the stylus on the drawing until the selection handle appears.  
To select multiple drawings, deselect the Pen button and then drag to select the drawings you want.
2. Tap and hold the selected drawing, then tap an editing command on the pop-up menu (cut, copy, paste) or tap the command on the Edit menu.
3. Resize a drawing by deselecting the Pen button (if selected) and dragging a selection handle to the size you want.

## ***Record a Message***

In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message. In Calendar, Tasks, and Contacts, you can include a recording in the Notes tab.

In the Notes program, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first.

In the Inbox program, you can add a recording to an e-mail message.

Create a recorded message in the Notes program as follows. Recording in other programs is similar.

1. Hold the MobilePro microphone near your mouth or other source of sound.
2. Press and hold the Record button on your MobilePro until you hear a beep.
3. While holding down the Record button, make your recording.
4. To stop recording, release the Record button. Two beeps sound. The new recording appears in the note list or as an embedded icon (see the following figure).

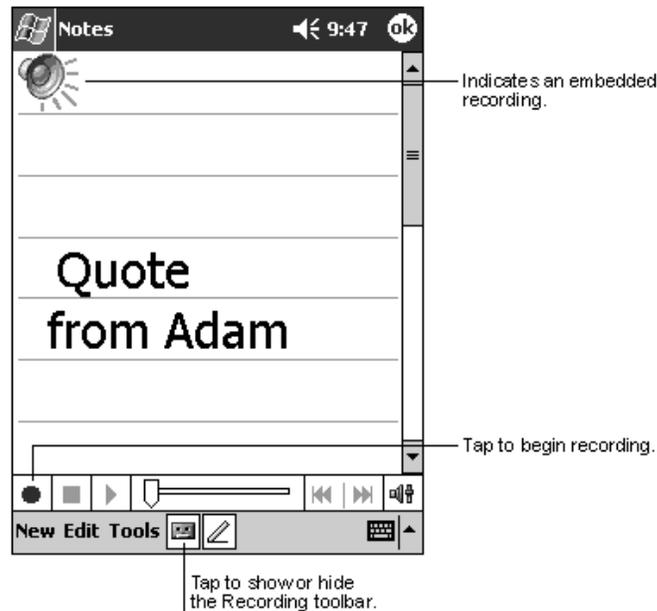
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**Note** You can also make a recording by tapping the Record button on the Recording toolbar.

---

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

## Recording a Message



## Use a Preset or Frequently Used Message

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

**Note** You can add text after inserting a My Text message. However, you have to add it before sending the message.

## Using a Preset Message



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

---

## Find and Organize Information

The Find feature on your MobilePro helps you to quickly locate information. You can also organize your information with File Explorer.

Use the following steps to find information.

1. On the  menu, tap **Find**.
2. Enter the text you want to find, select a data type, and tap **Go** to start the search.

---

**Note** To quickly find information that is taking up storage space on your MobilePro, tap **Larger than 64 KB** in Type.

---

Use these steps to find files and to organize your information with File Explorer.

1. On the  menu, tap **Programs** and tap **File Explorer**.
2. Move files by tapping and holding the item you want to move and tapping **Cut** or **Copy and Paste** on the pop-up menu.

### Organize Files



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## Customize Your MobilePro

You can customize your MobilePro by adjusting its settings and installing additional software.

### Adjusting Settings

You can adjust MobilePro settings to suit the way you work. To see available options, tap , tap **Settings**, and tap the **Personal** or **System** tab located at the bottom of the screen.

You also might want to adjust the following.

- **Clock** — change the time or set alarms
- **Menus** — customize what appears on the  menu, and enable a pop-up menu from the **New** button
- **Owner Information** — enter your contact information
- **Password** — limit access to your MobilePro
- **Power** — maximize battery life
- **Today** — customize the look and the information that is displayed on the Today screen.

### Adding or Removing Programs

Programs added to your MobilePro at the factory are stored in read-only memory (ROM). You cannot remove this software, and you'll never accidentally lose ROM contents. The ROM programs can be updated using special installation programs with a \*.xip extension. All other programs and data files added to your MobilePro after factory installation are stored in random access memory (RAM).

You can install any program created for your MobilePro, as long as it has enough memory. The most popular place to find software for your MobilePro is on the Pocket PC Web site (<http://www.microsoft.com/mobile/pocketpc>). You can also find several productivity, mobility, and amusement programs on your Companion CD and SD card.

### Using ActiveSync to Add Programs

You'll need to install the appropriate software for your MobilePro on your computer. ActiveSync is already installed on your MobilePro.

1. Determine your MobilePro and processor type so that you know which version of the software to install. Tap  and tap **Settings**. On the System tab, tap **About**. In the Version tab, make a note of the information in Processor.
2. Insert the CD that contains the program into your desktop computer. You might see a single \*.xip, \*.exe, or \*.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for the Pocket PC and your MobilePro processor type.
3. Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.
4. Connect your MobilePro and computer.
5. Double-click the \*.exe file.
  - If the file is an installer, the installation wizard begins. Follow the directions on the screen. Once the software has been installed on your computer, the installer automatically transfers the software to your MobilePro.

- 
- If the file is not an installer, you'll see an error message stating that the program is valid but it is designed for a different type of computer. You'll need to move this file to your MobilePro. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your MobilePro. For more information on copying files using ActiveSync, see ActiveSync Help.
6. Once installation is complete, tap , tap **Programs**, and tap the program icon to switch to it.

## Using the Internet to Add Programs

Use the following procedure to load programs from the Internet on your MobilePro.

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**Note** To use the Internet, you need to be connected through an optional modem card or network card installed on your MobilePro.

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1. Determine your MobilePro and processor type so that you know which version of the software to install. Tap  and tap **Settings**. On the System tab, tap **About**. In the Version tab, make a note of the information in Processor.
2. Download the program to your MobilePro straight from the Internet using Pocket Internet Explorer. You might see a single \*.xip, \*.exe or \*.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for the Pocket PC and your MobilePro processor type.
3. Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.
4. Tap the file, such as a \*.xip or \*.exe file. The installation wizard begins. Follow the directions on the screen.

## Adding a Program to the Start Menu

Use the following procedure to add a program to the Start menu.

1. Tap , tap **Settings**, tap **Menus**, tap the **Start Menu** tab, and tap the check box for the program. If you do not see the program listed, you can either use File Explorer on the MobilePro to move the program to the Start Menu folder or use ActiveSync on the desktop computer to create a shortcut to the program and place the shortcut in the Start Menu folder.
2. If you are using File Explorer on the MobilePro:
  - Tap , tap **Programs**, tap **File Explorer**, and locate the program (tap the folder list, labeled My Documents by default, and tap **My Device** to see a list of all folders on the MobilePro).
  - Tap and hold the program and tap **Cut** on the pop-up menu. Open the Start Menu folder located in the Windows folder, tap and hold a blank area of the window, and tap **Paste** on the pop-up menu.
  - The program appears on the  menu. For more information on using File Explorer, see "Find and Organize Information," earlier in this chapter.
3. If you are using ActiveSync on the desktop computer:
  - Use the Explorer in ActiveSync to explore your MobilePro files and locate the program. Right-click the program, and then click Create Shortcut.

- 
- Move the shortcut to the Start Menu folder in the Windows folder. The shortcut appears on the  menu. For more information, see ActiveSync Help.

### *Removing a Program from the Start Menu*

Use the following procedure to remove a program from the Start menu.

1. Tap  and tap **Settings**. On the System tab, tap **Remove Programs**.
2. If the program does not appear in the list of installed programs, use File Explorer on your MobilePro to locate the program, tap and hold the program, and then tap **Delete** on the pop-up menu.

# 3

## Use Microsoft Pocket Outlook

- Calendar
- Contacts
- Tasks
- Notes
- Inbox

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

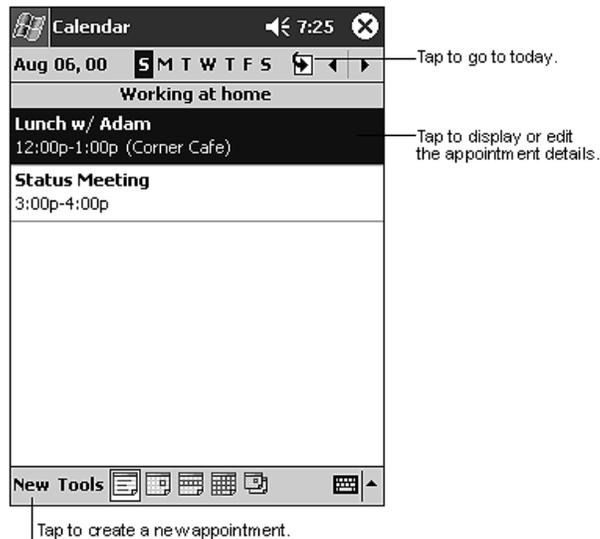
Using ActiveSync, you can synchronize information in Microsoft Outlook or Microsoft Exchange on your desktop computer with your MobilePro. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you made on your MobilePro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

You can switch to any of these programs by tapping them on the  menu.

## Calendar: Scheduling Appointments and Meetings

Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and easily switch views by using the View menu.

Calendar Screen



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**Note** You can customize the Calendar display, such as changing the first day of the week, by tapping **Options** on the Tools menu.

---

### Creating an Appointment

Create an appointment for the calendar as follows.

1. If you are in the Day or Week view, tap the desired date and time for the appointment.
2. Tap **New**. Tap the up arrow and select an input device (keyboard, letter recognizer).
3. Select a field (Subject, etc.). Using the keyboard or letter recognizer, enter a description and a location.
4. If needed, tap the date and time to change them.
5. Enter other desired information. You need to hide the keyboard to see all available fields.

---

## Calendar Appointment



- To add notes, tap the Notes tab. You can enter text, draw, or create a recording. For more information on creating notes, see “Notes: Capturing Thoughts and Ideas,” later in this chapter.
- When finished, tap **OK** to return to the calendar.

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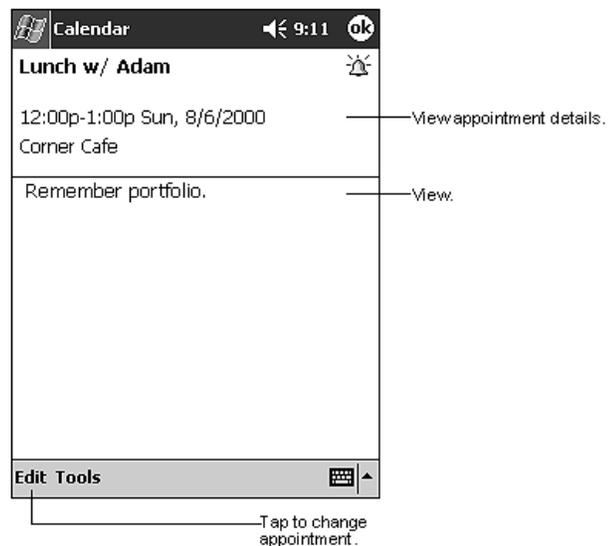
**Note** If you select **Remind me** in an appointment, your MobilePro reminds you according to the options set in , **Settings, Personal tab, Sounds & Notifications**.

---

## Using the Summary Screen

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

### Summary Screen



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## Creating Meeting Requests

You can use Calendar to set up meetings with users of Outlook or Pocket Outlook. The meeting request is created automatically and sent either when you synchronize Inbox or when you connect to your e-mail server. Indicate how you want meeting requests sent by tapping **Tools** and tapping **Options**. If you send and receive e-mail messages through ActiveSync, select ActiveSync.

### Schedule a meeting

You can schedule a meeting as follows.

1. Create an appointment.
2. In the appointment details, hide the input panel, and tap **Attendees**.
3. From the list of e-mail addresses you've entered in Contacts, select the meeting attendees.

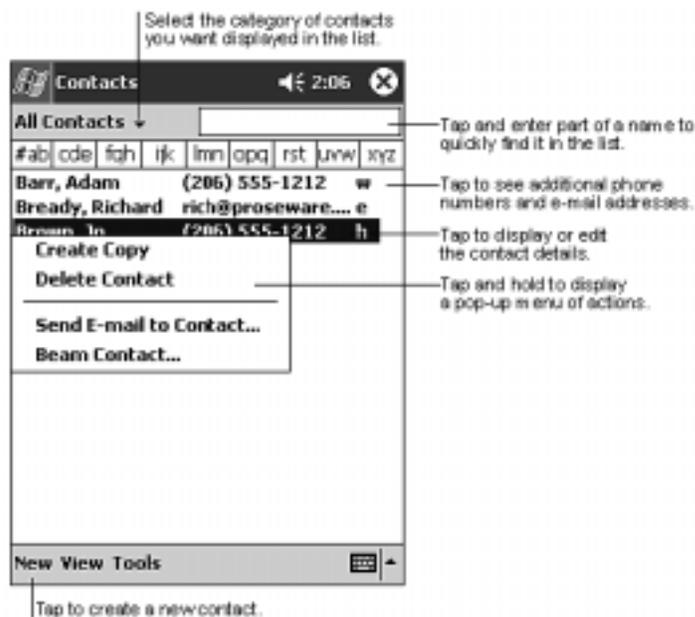
The meeting notice is created automatically and placed in the Outbox folder.

For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on the MobilePro.

## Contacts: Tracking Friends and Colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information you're looking for, whether you're at home or on the road. Using your infrared (IR) port, you can quickly share Contacts information with other device users with IR capabilities.

Contacts Screen



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**Note** To change the way information is displayed in the list, tap **Tools** and tap **Options**.

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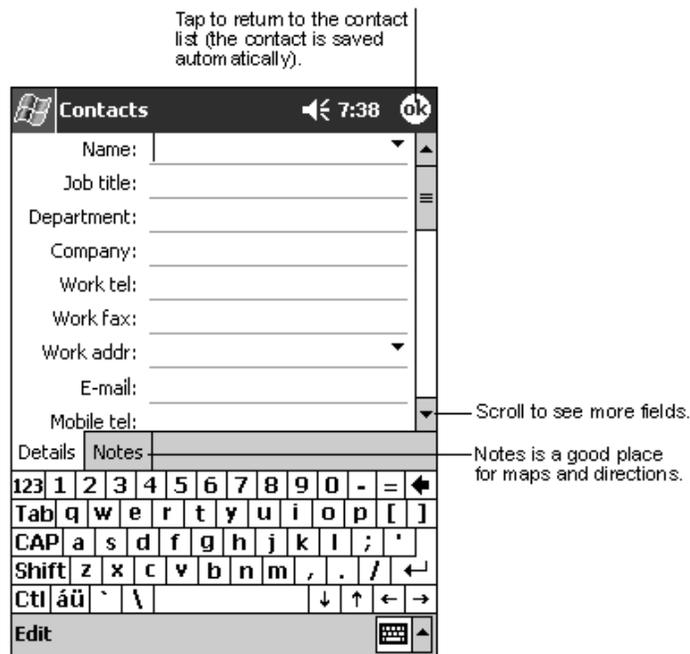
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## Creating a Contact

Create a contact as follows.

1. Tap **New**.
2. Using the input panel keyboard (or other input device), enter a name and other contact information. Scroll down to see all the available fields.

### Contacts Input Panel



3. To assign the contact to a category, scroll to and tap **Categories** and select a category from the list. In the contact list, you can display contacts by category.
4. To add notes, tap the Notes tab. You can enter text, draw, or create a recording. For more information on creating notes, see “Notes: Capturing Thoughts and Ideas,” later in this chapter.
5. When finished, tap **OK** to return to the contact list.

## Finding a contact

There are four ways to find a contact.

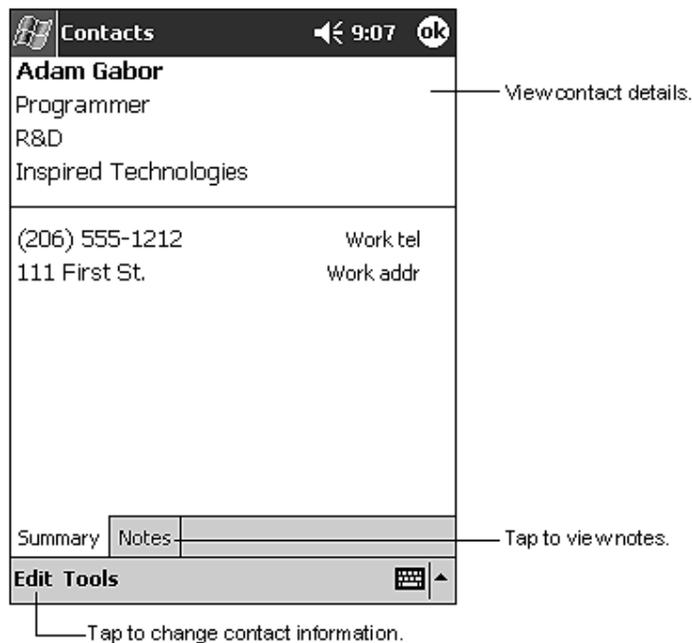
- In the contact list, enter a contact name in the box under the navigation bar. To show all contacts again, clear text from the box or tap the button to the right of the box.
- In the contact list, tap the category list (labeled All Contacts by default) and select the type of contact that you want displayed. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **None**.
- To view the names of companies your contacts work for, in the contact list, tap **View > By Company**. The number of contacts that work for that company are displayed to the right of the company name.
- Tap , tap **Find**, enter the contact name, select **Contacts** for the type, and tap **Go**.

---

## Using the Summary Screen

When you tap a contact in the contact list, a summary screen is displayed. To change the contact information, tap **Edit**.

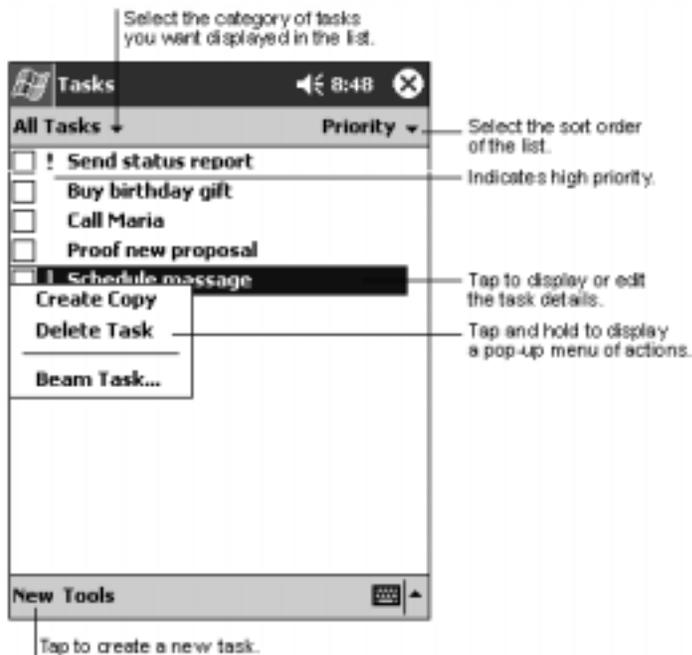
### Contacts Summary Screen



## Tasks: Keeping a To Do List

Use Tasks to keep track of what you have to do.

### Tasks Screen



---

**Note** To change the way information is displayed in the list, tap **Tools** and tap **Options**.

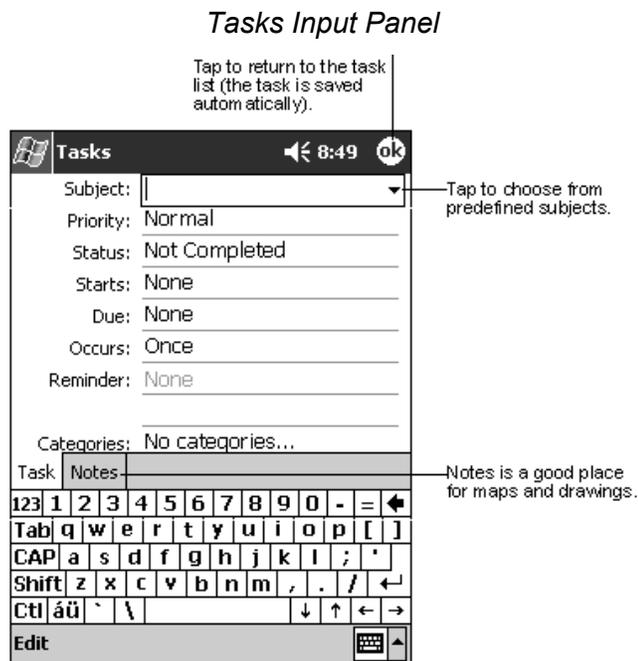
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## Creating a task

Create a task as follows.

1. Tap **New**.
2. Using the input panel keyboard, enter a description.



3. You can enter a start date and due date or enter other information by first tapping the field. If the input panel is open, you need to hide it to see all available fields.
4. To assign the task to a category, tap **Categories** and select a category from the list. In the task list, you can display tasks by category.
5. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see “Notes: Capturing Thoughts and Ideas,” later in this chapter.
6. When finished, tap **OK** to return to the task list.

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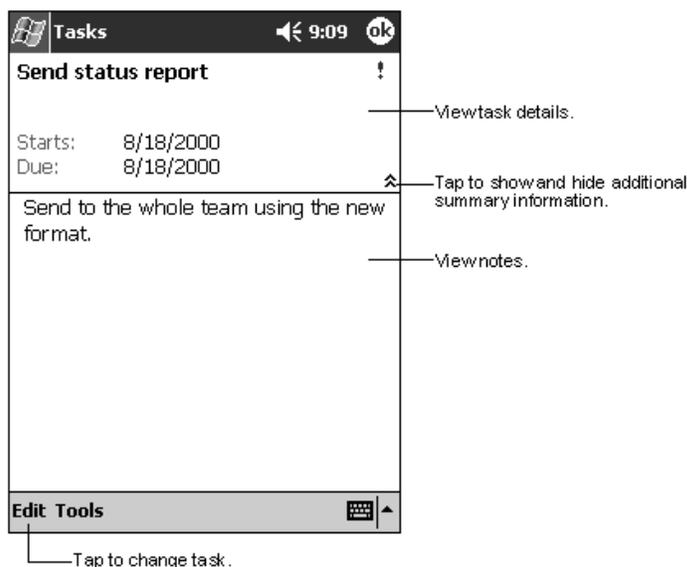
**Note** To quickly create a task with only a subject, tap **Entry Bar** on the **Tools** menu. Tap on **Tap here to add a new task** and enter your task information.

---

## Using the Summary Screen

When you tap a task in the task list, a summary screen is displayed. To change the task, tap **Edit**.

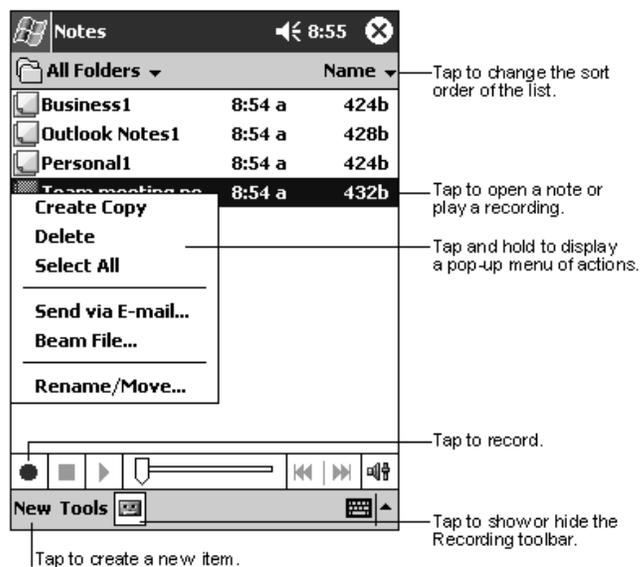
### Tasks Summary Screen



## Notes: Capturing Thoughts and Ideas

Quickly capture thoughts, reminders, ideas, drawings, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it is included in the note as an icon. If the note list is displayed, it is created as a stand-alone recording.

### Notes Screen



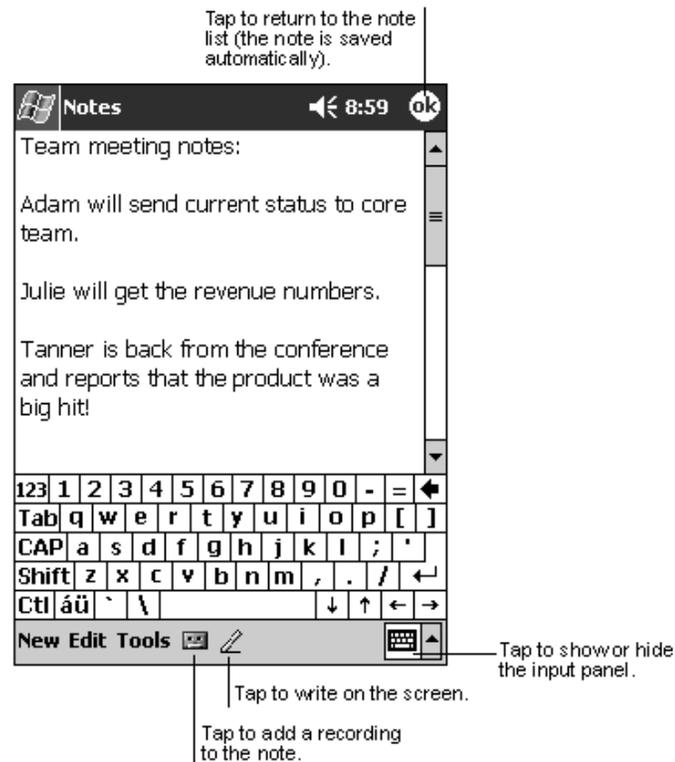
---

## Creating a Note

Create a note as follows.

1. Tap **New**.
2. Create your note by writing, drawing, typing, and recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see Chapter 2.

### Notes Input Screen



## Inbox: Sending and Receiving E-mail

Use the Inbox to send and receive e-mail messages in one of several ways:

- Synchronize e-mail messages with Microsoft Exchange or Microsoft Outlook on your desktop computer.
- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network. You'll need an optional modem or network card installed on your MobilePro to connect to your ISP or network.

---

## **Synchronizing E-mail Messages**

E-mail messages can be synchronized as part of the general synchronization process. To do this, you need to enable Inbox synchronization in ActiveSync. For information on enabling Inbox synchronization, see ActiveSync Help on the desktop computer.

During synchronization:

- Messages are copied from the mail folders of Exchange or Outlook on your desktop computer to the ActiveSync folder in Inbox on your MobilePro. By default, you receive messages from the past three days only, the first 100 lines of each message, and file attachments of less than 100 KB in size.
- E-mail messages in the Outbox folder on your MobilePro are transferred to Exchange or Outlook, and then sent from those programs.
- E-mail messages in subfolders must be selected in ActiveSync on your desktop computer in order to be transferred.

---

**Note** You can also synchronize e-mail messages with your desktop computer from a remote location. For more information, see Chapter 6.

---

## **Connecting Directly to an E-mail Server**

In addition to synchronizing e-mail messages with your desktop computer, you can send and receive e-mail messages by connecting to an e-mail server using an optional modem or network card connected to your MobilePro. You'll need to set up a remote connection to a network or an ISP, and a connection to your e-mail server. For more information, see Chapter 6.

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

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

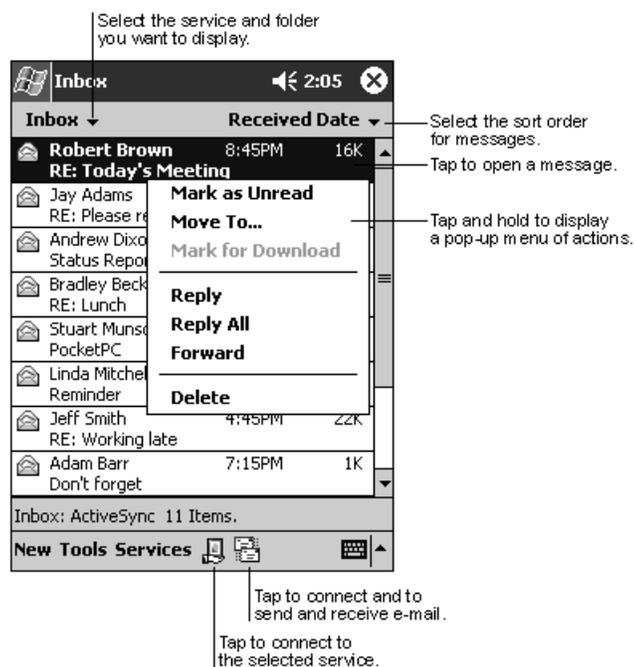
You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space on your MobilePro.

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

## Using the Message List

Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.

### Inbox Message List Screen



When you receive a message, tap it to open it. Unread messages are displayed in bold.

### Message Screen



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When you connect to your e-mail server or synchronize with your desktop computer, by default, you'll receive messages from the last three days only, the first 100 lines of each new message, and file attachments of less than 100 KB in size. The original messages remain on the e-mail server or your desktop computer.

You can mark the messages that you want to retrieve in full during your next synchronization or e-mail server connection. In the message list, tap and hold the message you want to retrieve. On the pop-up menu, tap **Mark for Download**. The icons in the Inbox message list give you visual indications of message status.

You specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time.

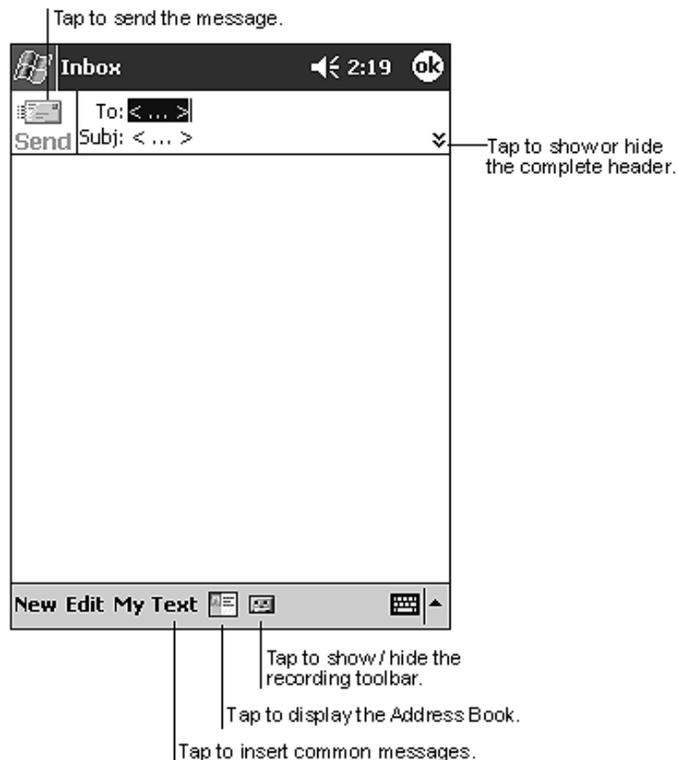
- Change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help.
- Change options for direct e-mail server connections in Inbox on your MobilePro. Tap **Tools** and tap **Options**. On the Service tab, tap the service you want to change. Tap and hold the service and tap **Delete** to remove a service.

## Composing Messages

To compose a message, perform the following.

1. Tap **New**.
2. In the To field, enter an e-mail or SMS address of one or more recipients, separating them with a semicolon, or select a name from the contact list by tapping the **Address Book** button. All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.

### Composing Screen



- 
3. Compose your message. To enter preset or frequently used messages, tap **My Text** and select a message.
  4. Tap **Send** when you've finished the message. If you are working offline, the message is moved to the Outbox folder and is sent the next time you connect.

If you are sending an SMS message and want to know if it was received, before sending the message, tap **Edit**, tap **Options**, and tap **Request SMS text message delivery notification**.

## ***Managing E-mail Messages and Folders***

By default, messages are displayed in one of five folders for each service you have created: Inbox, Deleted Items, Drafts, Outbox, and Sent Items. The Deleted Items folder contains messages that were deleted from the MobilePro. The behavior of the Deleted and Sent Items folders depends on the options you have chosen. In the message list, tap **Tools** and tap **Options**. On the Message tab, select your options.

If you want to organize messages into additional folders, tap **Tools**, and tap **Manage Folders** to create new folders. To move a message to another folder, in the message list, tap and hold the message and tap **Move to** on the pop-up menu.

## ***Folder Behavior with a Direct Connection to an E-mail Server***

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

- If you use ActiveSync, e-mail messages in the Inbox folder in Outlook are automatically synchronized with your MobilePro. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move are mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read the messages while away from your desktop computer.
- If you use SMS, messages are stored in the Inbox folder.
- If you use POP3 and you move e-mail messages to a folder you created, the link is broken between the messages on the MobilePro and their copies on the mail server. The next time you connect, the mail server sees that the messages are missing from the device Inbox and deletes them from the server. This prevents you from having duplicate copies of a message, but it also means that you no longer have access to messages that you move to folders created from anywhere except the MobilePro.
- If you use IMAP4, the folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your MobilePro or desktop computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

# 4

## Use Companion Programs

- Pocket Word
- Pocket Excel
- MSN Messenger
- Windows Media Player for Pocket PC
- Microsoft Reader

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The companion programs consist of Microsoft Pocket Word, Microsoft Pocket Excel, Windows Media™ Player for Pocket PC, and Microsoft Reader.

To switch to a companion program on your device, tap **Programs** on the  menu, and tap the program name.

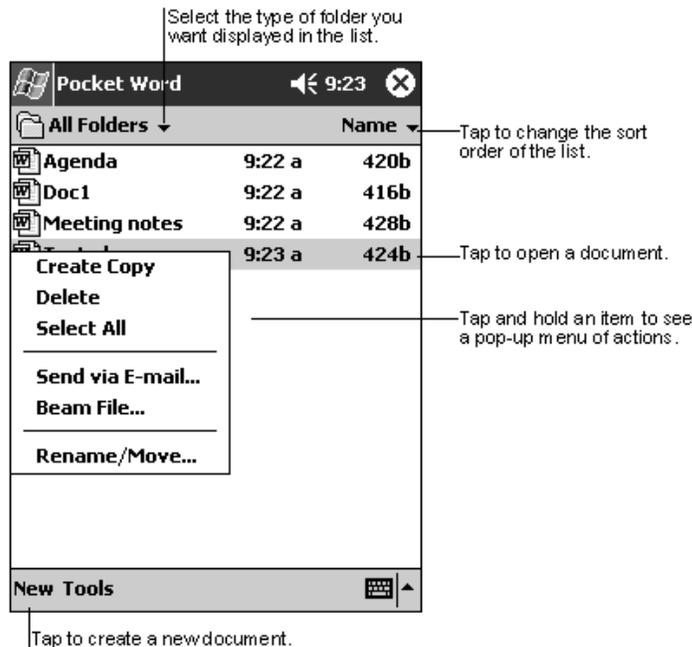
## Pocket Word

Pocket Word works with Microsoft Word on your desktop computer to give you easy access to copies of your documents. You can create new documents on your MobilePro, or you can copy documents from your desktop computer to your MobilePro. Synchronize documents between your desktop computer and your MobilePro so that you have the most up-to-date content in both locations.

Use Pocket Word to create documents, such as letters, meeting minutes, and trip reports. To create a new file, tap , tap **Programs**, tap **Pocket Word**, and tap **New**. A blank document appears. Or, if you've selected a template for new documents in the Options dialog box, that template appears with appropriate text and formatting already provided. You can open only one document at a time. When you open a second document, you'll be asked to save the first. You can save a document you create or edit in a variety of formats, including Word (.doc), Pocket Word (.psw), Rich Text Format (.rtf), and Plain Text (.txt).

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

*Pocket Word Folders Screen*



You can enter information in Pocket Word in one of four modes (typing, writing, drawing, or recording), which are displayed on the View menu. Each mode has its own toolbar, which you can show and hide by tapping the **Show/Hide Toolbar** button on the command bar.

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**Note** You can change the zoom magnification by tapping **View** and tapping **Zoom**. Select the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document.

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**Note** If you're opening a Word document created on a desktop computer, select **Wrap to Window** on the View menu so that you can see the entire document.

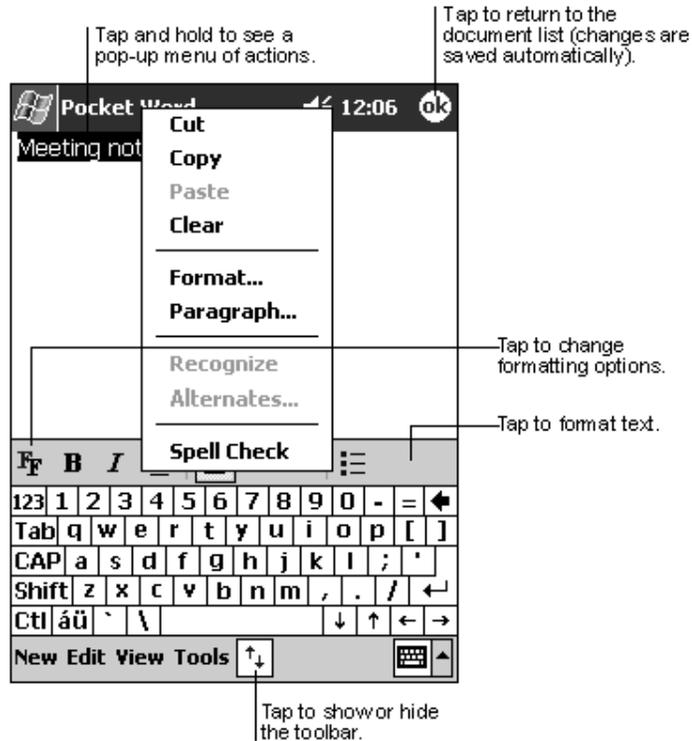
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## Typing Mode

Using the input panel (keyboard or other input mode), enter typed text into the document. For more information on entering typed text, see Chapter 2.

To format existing text and to edit text, first select the text. You can select text as you do in a Word document, using your stylus instead of the mouse to drag through the text you want to select. You can search a document to find text by tapping **Edit** and tapping **Find/Replace**.

### Pocket Word Document

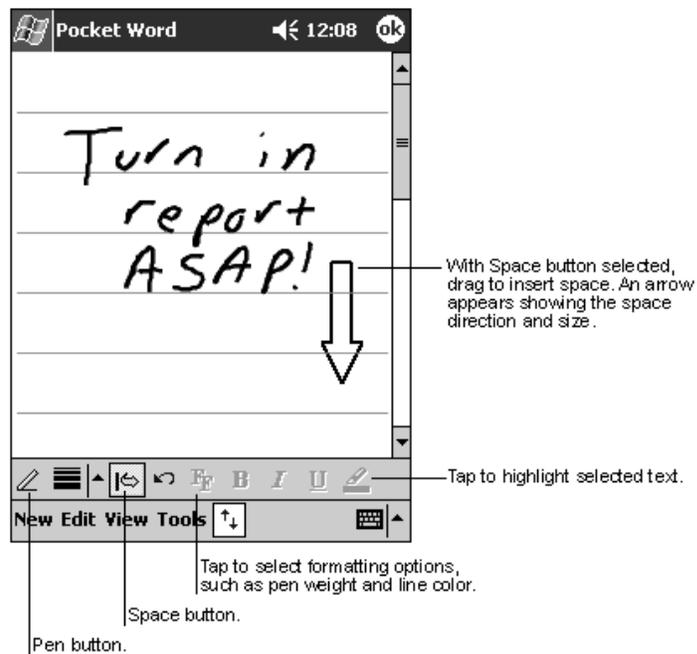


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## Writing Mode

In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. For more information on writing and selecting writing, see Chapter 2.

### *Pocket Word Writing Screen*



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**Note** If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the following section.

Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your desktop computer.

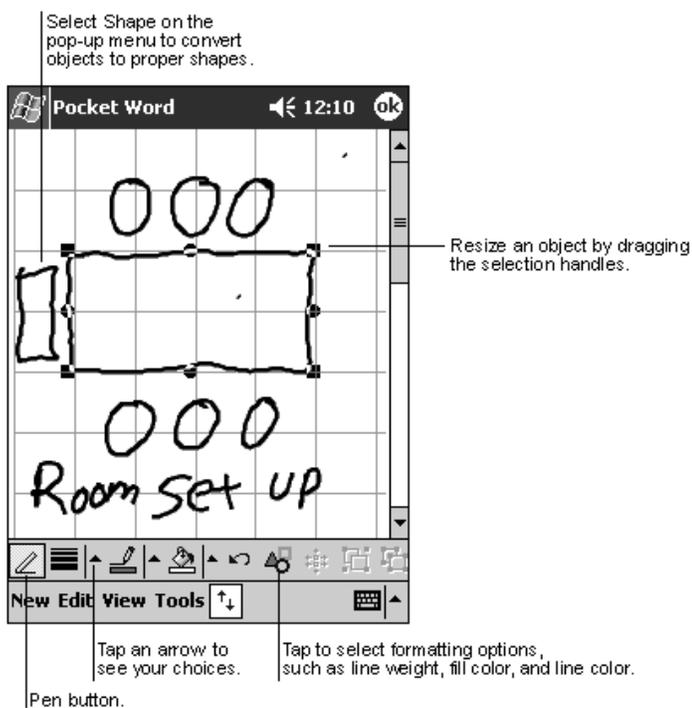
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## Drawing Mode

In drawing mode, use your stylus to draw on the screen. Gridlines appear as a guide. When you lift your stylus off the screen after the first stroke, you'll see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing. For more information on drawing and selecting drawings, see Chapter 2.

*Pocket Word Drawing Screen*



## Recording Mode

In the recording mode, you can embed a recording into your document. Recordings are saved as .wav files. For more information on recording, see Chapter 2.

For more information on using Pocket Word, tap  and tap **Help**.

## Pocket Excel

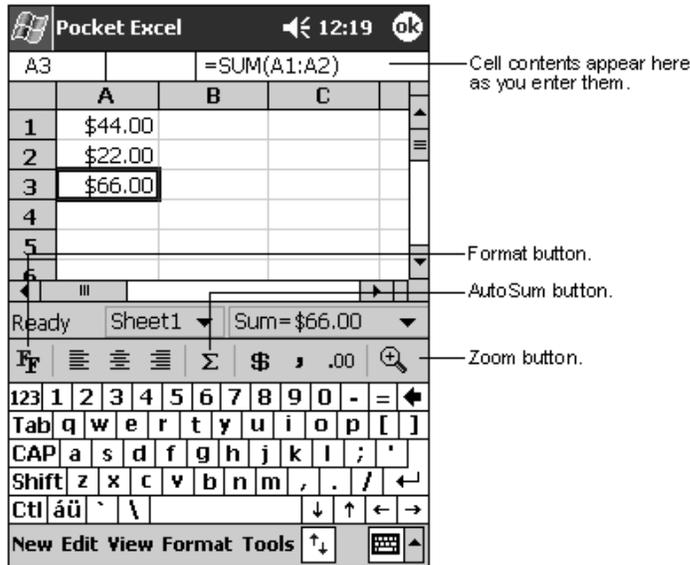
Pocket Excel works with Microsoft Excel on your desktop computer to give you easy access to copies of your workbooks. You can create new workbooks on your MobilePro, or you can copy workbooks from your desktop computer to your MobilePro. Synchronize workbooks between your desktop computer and your MobilePro so that you have the most up-to-date content in both locations.

Use Pocket Excel to create workbooks, such as expense reports and mileage logs. To create a new file, tap , tap **Programs**, tap **Pocket Excel**, and tap **New**. A blank workbook appears. Or, if you've selected a template for new workbooks in the Options dialog box, that template appears with appropriate text and formatting already provided. You can open only one workbook at a time. When you open a second workbook, you are asked to save the first. You can save a workbook you create or edit in a variety of formats, including Pocket Excel (.pxl) and Excel (.xls).

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

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. To display the toolbar, tap **View** and tap **Toolbar**.

### Pocket Excel Screen



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

### Tips for Working in Pocket Excel

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

- View in full-screen mode to see as much of your worksheet as possible. Tap **View** and tap **Full Screen**. To exit full-screen mode, tap **Restore**.
- Show and hide window elements. Tap **View** and then tap the elements you want to show or hide.
- Freeze panes on a worksheet. First select the cell where you want to freeze panes. Tap **View** and tap **Freeze Panes**. You might want to freeze the top and leftmost panes in a worksheet to keep row and column labels visible as you scroll through a sheet.
- Split panes to view different areas of a large worksheet. Tap **View** and tap **Split**. Then drag the split bar to where you want it. To remove the split, tap **View** and tap **Remove Split**.
- Show and hide rows and columns. To hide a hidden row or column, select a cell in the row or column you want to hide. Then tap **Format**, tap **Row** or **Column**, and tap **Hide**. To show a hidden row or column, tap **Tools**, tap **Go To**, and then type a reference that is in the hidden row or column. When done, tap **Format**, tap **Row** or **Column**, and tap **Unhide**.

For more information on using Pocket Excel, tap  and tap **Help**.

---

## **MSN Messenger**

MSN® Messenger on your MobilePro is an instant messaging program that lets you

- see who is online
- send and receive instant messages
- have instant message conversations with groups of contacts.

To use MSN Messenger, you must have an Internet connection and a Microsoft Passport™ account or a Microsoft Exchange e-mail account. You must have a Passport to use MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a Passport. Once you have obtained either a Microsoft Passport or a Microsoft Exchange account, you can set up your account.

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**Note** Sign up for a Microsoft Passport account at <http://www.passport.com>. Get a free Microsoft Hotmail e-mail address at <http://www.hotmail.com>.

---

To switch to MSN Messenger, tap , tap **Programs**, and tap **MSN Messenger**.

### **Setting Up**

Before you can connect, you must enter Passport or Exchange account information. Set up an account and sign in as follows.

1. In the Tools menu, tap **Options**.
2. In the Accounts tab, enter your Passport or Exchange account information.
3. To sign in, tap the sign-in screen and enter your e-mail address and password.

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**Note** If you already use MSN Messenger on your desktop computer, your contacts show up on your MobilePro without being added again.

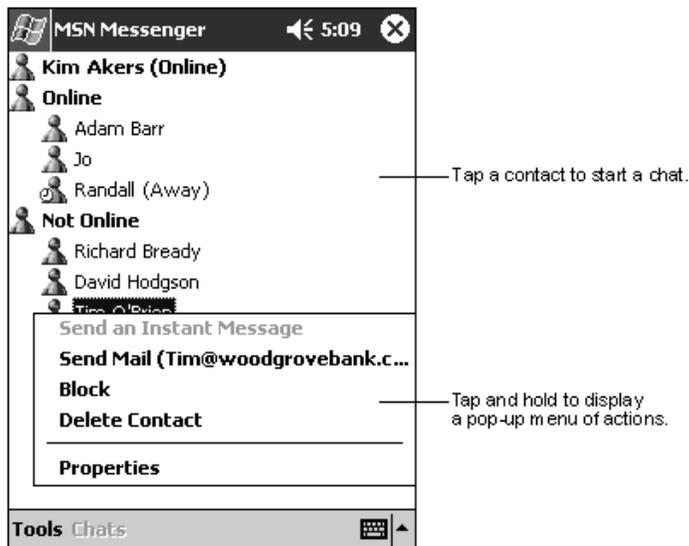
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## Working with Contacts

The MSN Messenger window shows all of your messenger contacts at a glance, and are divided into Online and Not Online categories. From this view, while connected, you can chat, send e-mail, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.

*MSN Messenger Contacts Screen*



---

**Note** To see others online without being seen, in the Tools menu, tap **My Status** and select **Appear Offline**.

If you block a contact, it appears offline but remains on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop-up menu.

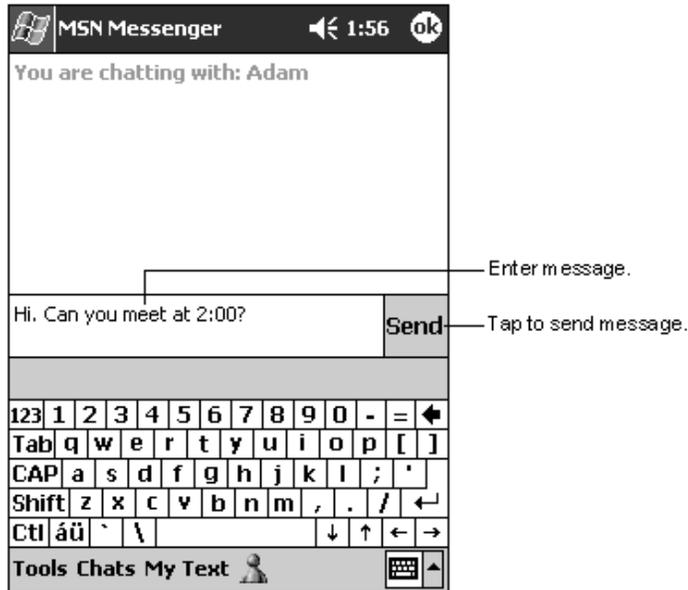
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## Chatting with Contacts

Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, or tap **My Text** to enter a preset message, and tap **Send**. To invite another contact to a multi-user chat, in the **Tools** menu, tap **Invite** and tap the contact you want to invite.

### MSN Messenger Chat Screen



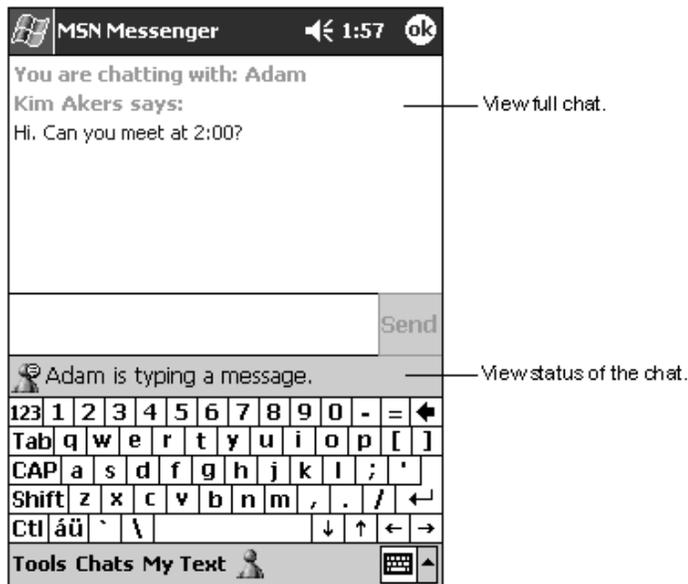
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**Note** To switch back to the main window without closing a chat, tap **Contacts**. To revert back to your chat window, tap **Chats** and select the person whom you were chatting with.

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To know if the contact you are chatting with is responding, look for the message under the text entry area.

### MSN Messenger Response Screen

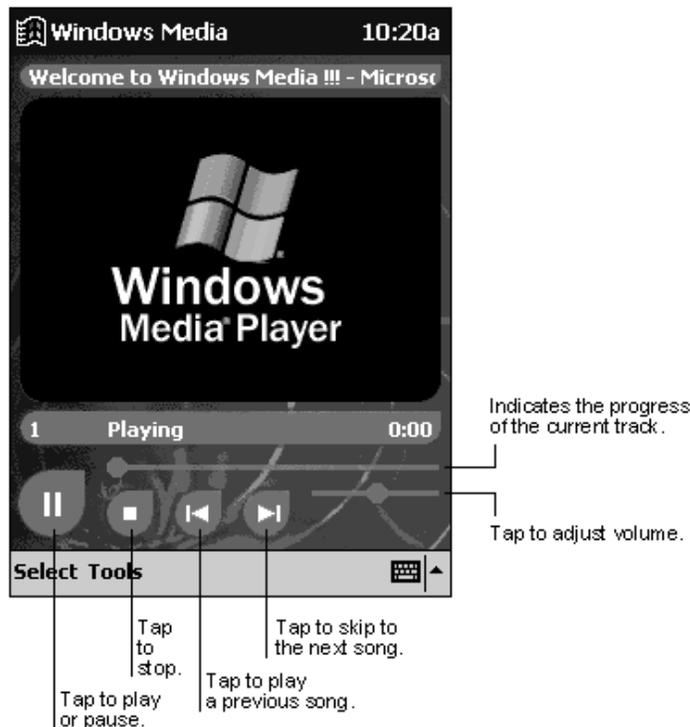


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## Windows Media Player for Pocket PC

Use Microsoft Windows Media Player for Pocket PC to play digital audio and video files that are stored on your MobilePro or on a network. To switch to Windows Media Player for Pocket PC, tap  and tap **Windows Media**.

### Windows Media Player Screen



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

For more information about using Windows Media Player, tap , and tap **Help**.

## Microsoft Reader

Use Microsoft Reader to read eBooks on your MobilePro. Download books to your desktop computer from your favorite eBook Web site. Use ActiveSync to copy the book files to your activated MobilePro. The books appear in the Reader Library, where you can tap them in the list to open them.

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**Note** Before you can use Microsoft Reader, you must activate it from the Microsoft activation site (<http://das.microsoft.com/activate>). Follow the directions given at the Microsoft site.

---

Each book consists of a cover page, an optional table of contents, and the pages of the book. You can:

- Page through the book by using the scroll dial on your MobilePro or by tapping the page number on each page.
- Annotate the book with highlighting, bookmarks, notes, and drawings.
- Search for text and look up definitions for words.

---

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

To switch to Microsoft Reader, tap , tap **Programs**, and tap **Microsoft Reader**.

## Getting Books on Your MobilePro

You can download book files from the Web. Just visit your favorite eBook retailer and follow the instructions to download the book files.

Sample books and a dictionary are also included in the MSReader folder on the Companion CD.

Use ActiveSync to download the files from your desktop computer to your activated MobilePro as described in the Read Me file in the MSReader folder.

## Using the Library

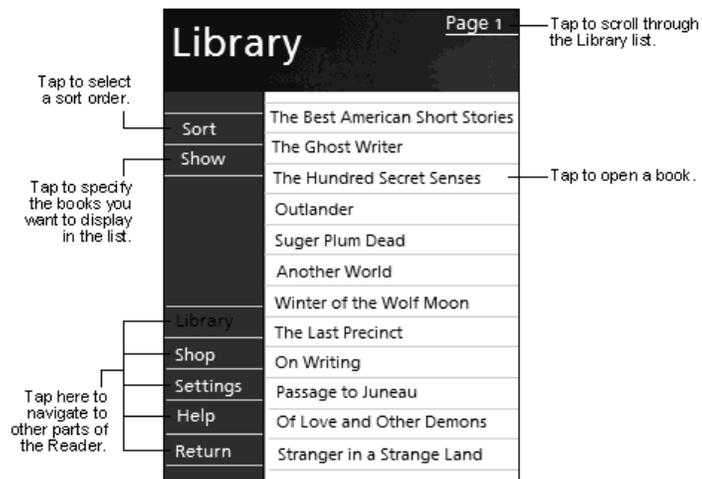
The Library is your Reader home page. The home page displays a list of all books stored on your MobilePro or storage card.

To open the Library:

- on the Reader command bar, tap **Library**
- on a book page, tap the book title, and tap **Library** on the pop-up menu.

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

### Microsoft Reader Library Screen



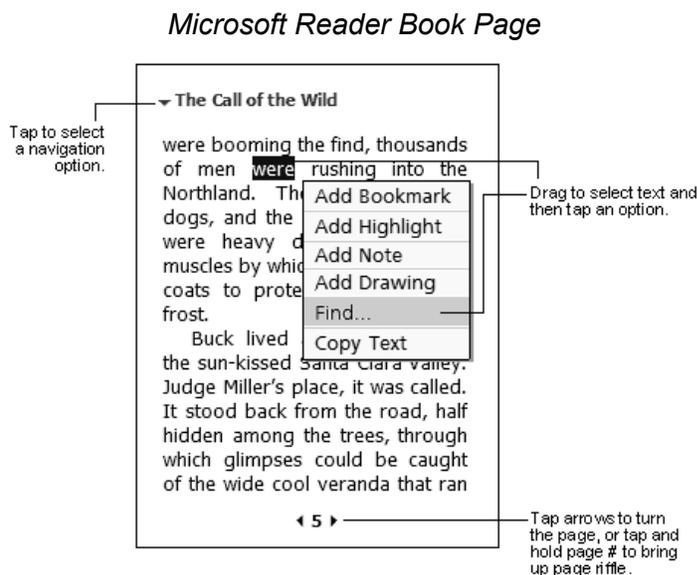
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## Reading a Book

Each book consists of a cover page, an optional table of contents, and the pages of the book. Navigation options are listed in the bottom portion of the cover page.

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

In addition to the text, each book page includes a page number and book title.



You can also page through a book by using the scroll dial on your MobilePro.

## Using Reader Features

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

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

- **Search for Text.** Find text in a book by tapping **Find** on the pop-up menu. Enter the word you want to search for, and tap the desired Find option. Reader highlights found text on the page. To close Find, tap outside the box. To return to your original page, tap the title and then tap **Return** on the pop-up menu.
- **Copy Text.** You can copy text from books that support this feature into any program that accepts text. On a book page, select the text you want to copy. Then, tap **Copy Text** on the pop-up menu. The text can be pasted into the program of your choice.
- **Bookmarks.** When you add a bookmark to a book, a color-coded bookmark icon appears in the right margin. You can add multiple bookmarks to a book. Then, from anywhere in the book, tap the bookmark icon to go to the bookmarked page.
- **Highlights.** When you highlight text, it appears with a colored background.
- **Notes.** When you attach a note to text, you enter the text in a note pad that appears on top of the book page. A Note icon displays in the left margin. To show or hide the note, tap the icon.

- 
- Drawings. When you add a drawing, a Drawing icon appears in the bottom-left corner of the page, and drawing tools appear across the bottom of the page. Draw by dragging your stylus.
  - To see a list of a book's annotations, including bookmarks, highlights, text notes, and drawings, tap **Annotations Index** on the book's cover page. You can tap an entry in the list to go to the annotated page.

### ***Removing a Book***

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

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

# 5

## Use Pocket Internet Explorer

- Pocket Internet Explorer
- Mobile Favorites Folder
- AvantGo Channels

---

Use Microsoft Pocket Internet Explorer to view Web or Wireless Application Protocol (WAP) pages in either of these ways.

- During synchronization with your desktop computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder in Internet Explorer on the desktop computer.
- Connect to an Internet service provider (ISP) or network and browse the Web directly from your MobilePro. To do this, you'll need an optional modem or network card and you'll need to create the connection, as described in Chapter 6.

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

To switch to Pocket Internet Explorer, tap  and tap **Internet Explorer**.

## ***Pocket Internet Explorer***

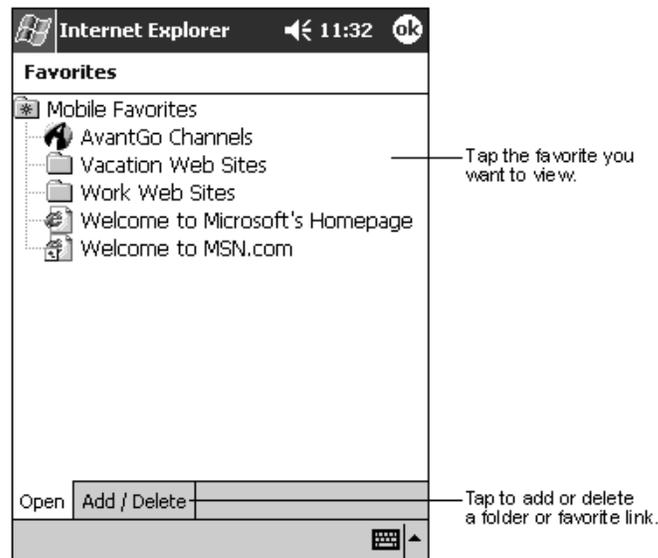
You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your MobilePro without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web.

### ***View Mobile Favorites and Channels***

You can easily view mobile favorites and channels with your MobilePro.

1. Tap the **Favorites** button to display your list of favorites.
2. Tap the page you want to view.

#### *Viewing Favorites*



You'll see the page that was downloaded the last time you synchronized with your desktop computer. If the page is not on your MobilePro, the favorite is dimmed. You need to synchronize with your desktop computer again to download the page to your MobilePro, or connect to the Internet to view the page.

---

## Browse the Internet

You can browse the Internet with your MobilePro. Here's how.

1. Set up a connection to your ISP or corporate network using Connections, as described in Chapter 6.
2. To connect and start browsing, do one of the following:
  - Tap the **Favorites** button, and then tap the favorite you want to view.
  - Tap **View** and tap **Address Bar**. In the address bar at the top of the screen, enter the Web address you want to visit and then tap **Go**. Tap the arrow to choose from previously entered addresses.

---

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

---

## Mobile Favorites Folder

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

## Favorite Links

During synchronization, the list of favorite links in the Mobile Favorites folder on your desktop computer is synchronized with Pocket Internet Explorer on your MobilePro. Both computers are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link is downloaded to your MobilePro, and you need to connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on the desktop computer.

## Mobile Favorites

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

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

## Creating a Mobile Favorite

Create a mobile favorite as follows.

1. In Internet Explorer on your desktop computer, click **Tools** and click **Create Mobile Favorite**.
2. To change the link name, enter a new name in the Name box.
3. Optionally, in Update, select a desired update schedule.
4. Click **OK**. Internet Explorer downloads the latest version of the page to your desktop computer.
5. If you want to download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the desktop computer, right-click the mobile favorite and click **Properties**. In the **Download** tab, specify the number of links deep you want to download. To conserve memory, go only one level deep.

- 
6. Synchronize your MobilePro and desktop computer. Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer are downloaded to your MobilePro.

---

**Note** If you did not specify an update schedule in step 3, you need to manually download content to keep the information updated on your desktop computer and MobilePro. Before synchronizing with your MobilePro, in Internet Explorer on your desktop computer, click **Tools** and click **Synchronize**. You'll see the last time content was downloaded to the desktop computer, and you can manually download content if needed.

You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your desktop computer, click **View**, click **Toolbars**, and click **Customize**.

---

## *Saving MobilePro Memory*

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

- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds, or stop some mobile favorites from being downloaded to the MobilePro. For more information, see ActiveSync Help.
- Limit the number of downloaded linked pages. In Internet Explorer on the desktop computer, right-click the mobile favorite you want to change and click **Properties**. In the Download tab, specify 0 or 1 for the number of linked pages you want to download.

## *AvantGo Channels*

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. You subscribe to AvantGo channels directly from your MobilePro. Then, you synchronize your MobilePro and desktop computer, or connect to the Internet to download the content. For more information, visit the AvantGo Web site.

### *Sign up for AvantGo*

Sign up for the free AvantGo service as follows.

1. In the ActiveSync options on the desktop computer, turn on synchronization for the AvantGo information type.
2. In Pocket Internet Explorer on your MobilePro, tap the **Favorites** button to display your list of favorites.
3. Tap the **AvantGo Channels** link.
4. Tap the **Activate** button.
5. Follow the directions on the screen. You'll need to synchronize your MobilePro with your desktop computer and then tap the **My Channels** button to complete the AvantGo setup.

When synchronization is complete, tap the **AvantGo Channels** link in your list of favorites to see a few of the most popular channels. To add or remove channels, tap the **Add** or **Remove** link.

# 6

## Get Connected

- Transfer Items Using Infrared
- Connect to the Internet
- Connect to Work
- End a Connection
- Connect Directly to an E-mail Server
- Get Help on Connecting

---

You can use your MobilePro to exchange information with other mobile devices as well as your desktop computer, a network, or the Internet. You have the following connection options.

- Use the IR port on your MobilePro to send and receive files between two devices. If this is the method you want to use, see the following section “Transfer Items Using Infrared.”

---

**Note** Check with your ISP to see if the ISP supports receiving e-mail on your MobilePro.

---

- Connect to your ISP. Once connected, you can send and receive e-mail messages by using Inbox and view Web or WAP pages by using Microsoft Pocket Internet Explorer. The communication software for creating an ISP connection is already installed on your MobilePro. Your service provider should provide software needed to install other services, such as paging and fax services. If this is the method you want to use, see “Connect to an Internet Service Provider” later in this chapter.
- Connect to the network at your company or organization where you work. Once connected, you can send and receive e-mail messages by using Inbox, view Web or WAP pages by using Pocket Internet Explorer, and synchronize with your desktop computer. If this is the method you want to use, see “Connect to Work” later in this chapter.
- Connect to your desktop computer to synchronize remotely. Once connected, you can synchronize information such as your Pocket Outlook information. If this is the method you want to use, see ActiveSync Help on your desktop computer or Connections Help on the device.

## ***Transfer Items Using Infrared***

With the MobilePro, you can send and receive data to and from another similarly equipped device using the IR communication port. In addition, you can use the IR port to synchronize data with your desktop computer, in place of using the synchronizing cable.

Using infrared (IR), you can send and receive information, such as contacts and appointments, between two devices.

### ***Send Information***

Send information as follows.

1. Switch to the program where you created the item you want to send and locate the item in the list.
2. Position the MobilePro and the second device so that the IR ports face each other. Position the devices from 2 to 20 inches apart. You might want to remove the MobilePro cover so that it does not block the IR port (see Chapter 1).

---

**Note** If the units are too far apart or if something blocks the path between the two ports, data might not be sent or received correctly.

---

3. Be sure that nothing obstructs the path between the IR ports on both devices, and that the ports are aligned properly.
4. Tap and hold the item, and tap **Beam Item** on the pop-up menu.

---

**Note** You can also send items, but not folders, from File Explorer. Tap and hold the item you want to send, and then tap **Beam File** on the pop-up menu.

---

---

## Receive Information

Receive information as follows.

1. Align the IR ports on the two devices so that they are unobstructed and within 2 to 20 inches apart.
2. Have the owner of the other device send the information to you. Your MobilePro automatically receives it.

## Connect to the Internet

You can connect to your ISP, and use the connection to send and receive e-mail messages and view Web or WAP pages.

You can connect to work in one of two ways:

- Create a modem connection. If this is the method you want to use, see “Create a Modem Connection to an ISP.” You need an optional modem card and an optional PC Card expansion jacket to do this.
- Use an Ethernet card and a net tap to connect to the network. If this is the method you want to use, see “Create an Ethernet Connection to an ISP.”

Create a modem connection to your ISP as follows.

1. Obtain the following information from your ISP: ISP dial-up access telephone number, user name, password, and TCP/IP settings. Some ISPs require information in front of the user name, such as *MSN/username*.
2. If your MobilePro does not have a modem, install an optional modem or use a NULL modem cable and appropriate adapters to connect an external modem to your MobilePro through the serial port on the cradle.
3. Tap  and tap **Settings**. In the Connections tab, tap **Connections**. Under The Internet settings, select Internet Settings and tap **Modify**.
4. In the Modem tab, tap **New**.
5. Enter a name for the connection, such as “ISP Connection.”
6. In the Select a modem list, select your modem type. If your modem type does not appear, try re-inserting the modem card.
7. You should not need to change any settings in Advanced. Most ISPs now use a dynamically-assigned address. If the ISP you are connecting to does not use a dynamically-assigned address, tap **Advanced** and tap **TCP/IP** tab, and enter the address. When finished, tap **OK** and tap **Next**.
8. Enter the access phone number, and tap **Next**.
9. Select other desired options, and tap **Finish**.
10. In the Dialing Locations tab, specify your current location and phone type (most phone lines are tone). These settings apply to all connections you create.
11. To start the connection, start using one of the following programs. Your device automatically begins connecting. Once connected, you can:
  - Send and receive e-mail messages by using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see “Connect Directly to an E-mail Server,” later in this chapter.

- 
- Visit Web and WAP pages by using Pocket Internet Explorer. For more information, see Chapter 5.
  - Send and receive instant messages with MSN Messenger. For more information, see “MSN Messenger” in Chapter 5.

### **Create an Ethernet connection to an ISP**

Create an Ethernet connection to your ISP as follows.

1. You do not need to create a new connection on your MobilePro. Instead, you need an Ethernet card and PC Card expansion jacket for your MobilePro.
2. Obtain a user name, password, and domain name from your ISP.
3. Install the Ethernet card on your MobilePro. For instructions on installing and using the Ethernet card, see the owner’s manual for the card.
4. The first time you install the card, Network Settings appears automatically so that you can configure the Ethernet card. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so. Tap **OK**. (If it does not appear or to change settings later, tap  and tap **Settings**. In the Connections tab, tap **Network**, tap the adapter you want to change, and tap **Properties**.)
5. Connect the Ethernet card to the network with a network cable. For more information, see the owner's manual for the card.
6. Tap , tap **Settings**, tap the Connections tab, and tap **Connections**. From the My network card connects to list, select Internet.

To start the connection, start using one of the programs listed in the preceding section. Once connected, you can perform the same activities as listed in the preceding section.

### **Connect to Work**

If you have access to a network at work, you can send e-mail messages, view intranet pages, synchronize your MobilePro, and possibly access the Internet. You can connect to work in one of two ways:

- Create a modem connection by using a Remote Access Services (RAS) account. Before you can create this modem connection, your network administrator needs to set up a RAS account for you. If this is the method you want to use, see “Create a Modem Connection to a Network.” Your network administrator might also give you Virtual Private Network (VPN) settings.
- Use an optional Ethernet card and a net tap to connect to the network. If this is the method you want to use, see “Create an Ethernet Connection to a Network.”

### **Create a Modem Connection to a Network**

Create your modem connection to a network as follows.

1. Get the following information from your network administrator:
  - dial-up access telephone number
  - user name and password
  - domain name and TCP/IP settings.

- 
2. Install an optional modem card.
  3. Tap  and tap **Settings**. In the Connections tab, tap **Connections**. Under The Internet settings, select Internet Settings and tap **Modify**.
  4. In the Modem tab, tap **New**.
  5. Enter a name for the connection, such as “Company Connection.”
  6. In the Select a Modem list, select your modem type. If your modem type does not appear, try reinstalling the modem card. If you are using an external modem that is connected to your MobilePro with a cable, select Hayes Compatible on COM1.
  7. You should not need to change any settings in Advanced. Most servers now use a dynamically-assigned address. If the server you are connecting to does not use a dynamically-assigned address, tap **Advanced**, tap the **TCP/IP** tab, and enter the address. When finished, tap **OK** and tap **Next**.
  8. Enter the access phone number, and tap **Next**.
  9. Select other desired options, and tap **Finish**.
  10. In the Dialing Locations tab, specify your current location and phone type (most phone lines are tone). These settings apply to all connections you create.

To start the connection, use one of the following programs. Your MobilePro automatically begins connecting. Once connected, you can:

- Send and receive e-mail messages by using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see “Connect Directly to an E-mail Server,” later in this chapter.
- Visit Internet or intranet Web or WAP pages by using Pocket Internet Explorer.
- Send and receive instant messages with MSN Messenger. For more information, see “MSN Messenger” in Chapter 5.
- Synchronize. For more information, see ActiveSync Help on the desktop computer.

### **Create an Ethernet Connection to a Network**

Create an Ethernet connection to a network as follows.

1. You do not need to create a new connection on your MobilePro. You need an optional Ethernet card and PC Card expansion jacket for your MobilePro.
2. Get a user name, password, and domain name from your network administrator.
3. Install the Ethernet card on your MobilePro. For instructions on installing and using the Ethernet card, see the owner’s manual for the card.
4. The first time you install the card, Network Settings appears automatically so that you can configure the Ethernet card. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so. Tap **OK**. (If it does not appear or to change settings later, tap  and tap **Settings**. On the Connections tab, tap **Network**, tap the adapter you want to change, and tap **Properties**.)
5. Connect the Ethernet card to the network with a network cable. For information, see the owner's manual for the card.
6. Tap , tap **Settings**, tap the Connections tab, and tap **Connections**. From the My network card connects to list, select **Work**.

- 
7. If you want to synchronize your MobilePro, tap , and tap **ActiveSync**. In the Tools menu, tap **Options**. In the PC tab, select Include PC when synchronizing remotely and connect to, and select your computer's name.

Remote synchronization with a desktop computer works only if you set up a partnership with that computer through ActiveSync and have set ActiveSync to allow remote connections. Other restrictions apply. For more information on synchronizing remotely, see ActiveSync Help on the desktop computer.

To start the connection, use one of the programs listed in the preceding section. Once connected, you can perform the same activities as listed in the preceding section.

## End a Connection

To end a connection, do one of the following:

- When connected via dial-up or VPN, tap the Connection icon  on the navigation bar, and tap **End**.
- When connected via cable or cradle, unplug your MobilePro from the cable or cradle.
- When connected via Infrared, move the MobilePro away from the desktop computer.
- When connected via a network (Ethernet) card, remove the card from your MobilePro.

## Connect Directly to an E-mail Server

You can set up a connection to an e-mail server so that you can send and receive e-mail messages by using an optional modem or network card and Inbox on your MobilePro.

---

**Note** The ISP or network must use a POP3 or IMAP4 e-mail server and an SMTP gateway.

---

You can use multiple e-mail services to receive your messages. For each e-mail service you intend to use, first set up and name the e-mail service. If you use the same service to connect to different mailboxes, set up and name each mailbox connection.

### Set up an E-mail Service:

In Inbox on your MobilePro, tap **Services**, and tap **New Service**. Follow the directions in the New Service wizard.

For an explanation of a screen, tap  and tap **Help**. When finished, to connect to your e-mail server, tap **Services** and tap **Connect**. For more information on using the Inbox program, see “Inbox: Sending and Receiving E-mail Messages” in Chapter 4.

## Get Help on Connecting

More information on the procedures described here, as well as information on additional procedures, can be found in the following locations.

- “Inbox: Sending and Receiving E-mail Messages” in Chapter 4.
- Online Help on the MobilePro. Tap  and tap **Help**. Tap **View**, tap **All Installed Help**, and tap **Inbox** or **Connections**.
- ActiveSync Help on the desktop computer. In ActiveSync, click **Microsoft ActiveSync Help** on the Help menu.
- For troubleshooting information, see the Pocket PC Web site at:  
<http://www.microsoft.com/mobile/pocketpc>

# 7

## If You Have Problems

- Problem Solving
- Help Resources

---

You may occasionally encounter a problem with your MobilePro P300. In most cases, the problem is one that you can solve yourself.

If there is a problem, the MobilePro may display an error message. If this happens, follow any instructions on the screen.

If screen messages do not help or an error message does not appear, refer to the information in this chapter to help determine and solve the problem.

## **Problem Solving**

When trying to solve problems, you should note what the MobilePro was doing when the problem occurred and what you attempted to do to correct the problem. This information is useful if you request assistance.

See the following table to match your problem area and view what to do.

### **Problem Solving**

<b>Problem</b>	<b>What to Do</b>
No display	<ol style="list-style-type: none"><li>1. Press the power button.</li><li>2. Recharge the battery.</li><li>3. Check the backlight and brightness settings.</li><li>4. Soft reset the MobilePro. If possible, save your data then use the stylus to press and hold in the reset button for several seconds.</li></ol>
Display dark or hard to read	<ol style="list-style-type: none"><li>1. Turn on the backlight.</li><li>2. Adjust the backlight setting.</li><li>3. Adjust the brightness setting.</li><li>4. Use the Zoom tool or Text Size tool to enlarge text.</li></ol>
Unit responds slowly or erratically	<ol style="list-style-type: none"><li>1. Recharge the battery.</li><li>2. Soft reset the MobilePro. If possible, save your data then use the stylus to press and hold in the reset button for several seconds.</li></ol>
Unit stops responding or locks up	<ol style="list-style-type: none"><li>1. Soft reset the MobilePro. If possible, save your data then use the stylus to press and hold in the reset button for several seconds.</li><li>2. Recharge the battery.</li><li>3. Hard reset to factory settings by simultaneously pressing and holding the power and reset buttons. Be sure to back-up all your data before doing a hard reset.</li></ol> <p><b>CAUTION</b>, all your data is lost when you perform a hard reset.</p>
Battery power low or does not last long	<ol style="list-style-type: none"><li>1. Recharge the battery.</li><li>2. Use external power as much as possible.</li><li>3. Shorten the auto-suspend time.</li><li>4. Adjust the backlight and brightness settings to a lower value.</li><li>5. Turn off sounds not needed.</li></ol>
Storage or program memory low or unavailable	<ol style="list-style-type: none"><li>1. Close all unnecessary programs and tasks.</li><li>2. Move data to a storage card.</li><li>3. Set programs to save to a storage card.</li><li>4. Remove programs you no longer use.</li><li>5. Adjust the slider in memory settings allocation.</li><li>6. Soft reset the MobilePro.</li></ol>

---

## ***Problem Solving***

<b>Problem</b>	<b>What to Do</b>
Touch screen does not respond	1. Calibrate the touch screen.
AC Adapter doesn't work	1. Check that all connections are secure. 2. Check that the AC outlet is working.
Cradle doesn't work	1. Check that all connections and cables are secure and correct for the task being performed. 2. Check that the MobilePro is securely seated in the cradle.

## ***Help Resources***

If the problem you are experiencing cannot be solved, you might want to try the following help resources.

### ***Help Resources***

<b>Item</b>	<b>Resource</b>
Windows Pocket PC	<b>Windows Pocket PC Help</b> Help file included with Windows Pocket PC. Tap <b>Start</b> on the Today screen, tap <b>Help</b> on the Programs screen, and tap an item on the Help Contents screen.  <b>Windows Pocket PC web site</b> <a href="http://www.microsoft.com/mobile/pocketpc/howdoi/default.asp">http://www.microsoft.com/mobile/pocketpc/howdoi/default.asp</a>
ActiveSync	<b>ActiveSync Help on your computer</b> After installing ActiveSync on your computer, click on Start/Programs/ActiveSync to open the ActiveSync window. Select Help from the menu bar and click on Microsoft ActiveSync Help.  <b>ActiveSync Help on your MobilePro</b> Tap  at the Today screen and tap <b>Help</b> on the Navigation Bar. At the Help Contents screen, tap <b>Connections</b> . At the Connections Help screen, tap a help topic.  <b>ActiveSync Help on the Web</b> <a href="http://www.microsoft.com/mobile/pocketpc/howdoi/default.asp">http://www.microsoft.com/mobile/pocketpc/howdoi/default.asp</a>
Pocket Word, Excel, Reader, Outlook (Inbox, Calendar, Contacts, Tasks, Notes), Windows Media Player, Internet Explorer	<b>Microsoft Pocket PC Features</b> <a href="http://www.microsoft.com/mobile/pocketpc/bguid/features/mobile_software.asp">http://www.microsoft.com/mobile/pocketpc/bguid/features/mobile_software.asp</a>
MobilePro Technical Support	<b>NEC Computers Inc. MobilePro Support</b> <a href="http://support.neccomp.com">http://support.neccomp.com</a>

# 8

## **NEC Computers Information Services**

- NEC Computers Service and Support Functions
- NEC Computers Technical Support
- Applications Support

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This chapter contains the following NEC Computers service and support information:

- service and support telephone number, web address, and e-mail address
- technical support.

In addition, this chapter contains contact information for several application providers.

## ***NEC Computers Service and Support Functions***

The following table lists the telephone number, web address, and e-mail address for the NEC Computers service and support functions.

### ***NEC Computers Service and Support***

<b>Service</b>	<b>Telephone Number and Addresses</b>
To contact NEC Computers Technical Support Center:	In the U.S., call 800-632-4525
To send technical questions by e-mail:	tech-support@nec-computers.com
To access the NEC Computers web site:	www.neccomp.com

## ***NEC Computers Technical Support***

The following sections provide information for obtaining technical support from NEC Computers. With access to a telephone and/or modem, you can use these services to obtain information about the system at any time, day or night, seven days a week.

### ***NEC Computers Web Site***

If you have access to the Internet (via a network or a modem connection), you can access the NEC Computers Web site. You can do this through a commercial online service or through your Internet account. The NEC Computers web site contains general information about NEC Computers and its products. The Web site also contains press releases, reviews, and service and support information.

Look in the Service and Support area for the following:

- technical documentation, including Frequently Asked Questions, user's guides, reference manuals, and warranty information
- contact information, including telephone numbers for Technical Support and links to vendor Web sites
- automated e-mail form for your technical support questions.

To access the NEC Computers Web site, enter the following Internet Uniform Resource Locator (URL) in your browser:

**<http://www.neccomp.com>**

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## ***E-mail to Technical Support Services***

The NEC Computers Technical Support Center offers technical support by e-mail over the Internet network if you have access. The Internet e-mail address is:

**tech-support@nec-computers.com/**

When using the e-mail support service, please include the word **MobilePro** in the subject field for prompt response from the appropriate technical person.

Provide as much specific information in your questions as possible. You should receive a response to your questions within one business day.

## ***NEC Computers Technical Support Services***

NEC Computers also offers direct technical support through its Technical Support Center. (NEC Computers technical support is for U.S. and Canadian customers only; international customers should check with their sales provider.)

Direct assistance is available 24 hours a day, 7 days a week. Call the NEC Computers Technical Support Center, toll free, at **1-800-632-4525** (U.S. and Canada only).

Please have the MobilePro accessible when you call the Technical Support Center so that a technician can troubleshoot it.

For callers outside the U.S. or Canada, please contact your local NEC Computers sales provider.

## ***Applications Support***

In addition to NEC support, you can contact the following application providers for support on their products.

- ArcSoft PhotoBase
  - e-mail **support@arcsoft.com**
  - telephone **510-440-9901**
  - web site **http://www.arcsoft.com**
- Ruksun Software Technologies VoiceMessenger Force
  - e-mail **techsupp@ruksun.com**
  - telephone **+91-20-6816014**
- Siscosoft Golfwits
  - e-mail **support@siscosoft.com**
- Westtek ClearVue Office Viewers
  - e-mail **support@westtek.com**
- ZIOSoft ZIOGolf 2
  - e-mail **support@ziosoft.com**
  - fax **408-778-2737**
  - telephone **408-778-6500 x205**

# 9

## Specifications

- System
- Physical
- Environment

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The following specifications are standard except where noted.

## ***System Specifications***

### **Display**

65K color, 240 x 320 pixels, TFT, liquid crystal display (LCD), with backlight, touch screen

### **CPU**

Intel Strong ARM, 206-MHz processor

### **User Data Entry Methods**

- Touch screen (input via stylus)
- Scroll (Jog) dial
- Soft keyboard
- Block recognizer
- Letter recognizer
- Transcriber

### **Synchronous Dynamic Random Access Memory (SDRAM)**

32 megabytes (MB)

### **Speaker**

One built-in speaker

### **Infrared (IrDA) Communication**

- Data transfer rate — up to 115.2 kb per second
- Distance — 2 to 20 inches

### **MobilePro I/O Ports**

- IrDA port
- Microphone
- Host Interface (I/F)
- Power port (DC in)

### **USB Cradle I/O Ports**

- USB PC connect
- Power port (DC in)
- Serial

### **Card Slots**

- One CompactFlash (CF) card slot
- One Secure Digital (SD) card slot

---

### **Backlighting**

- Adjustable brightness levels
  - Super bright
  - High bright
  - Medium bright
  - Low bright
  - Power save

### **Power**

- Cradle
  - Input Voltage — 100 to 240 volts AC, 50 or 60 Hz
  - Output Voltage — 5.0 volts, 3.0 amp
- AC Adapter
  - Input Voltage — 100 to 240 volts AC, 50 or 60 Hz
  - Output Voltage — 5.0 volts, 3.0 amp
- Battery — One rechargeable Lithium-Ion (Li-Ion) 1000 mAh battery (included)

### **Power Management**

- Low battery power detection
  - Less than 20 % (battery low warning)
  - Less than 10 % (battery very low warning)
  - Less than 5 % (battery depleted warning, unit shuts off until battery is charged)

### **Data Protection**

- Battery less than 10 %, unit goes to minimum power, saves data, and goes into sleep mode
- Battery less than 5 %, unit saves data and shuts off

### **Accessories (shipped with MobilePro)**

- AC adapter
- USB cradle
- PC connect cable
- Stylus (stored on MobilePro)
- SD card
- LCD protection cover

### **Available Options (for U.S. and Canada only)**

- USB Host Interface (I/F) Conversion Cable
- PC Card Expansion Jacket
- Stylus Pack
- CompactFlash Storage Card

---

## ***Physical Specifications***

### **Dimensions (approximate)**

- 5.0 in. (h) x 3.0 in. (w) x 0.75 in. (d)
- 127 mm (h) x 76.2 mm (w) x 19.05 mm (d)

### **Weight (approximate)**

- 5.8 oz. (with battery)
- 163.5 grams (with battery)

## ***Environment Specifications***

### **Operating Environment**

- Temperature — 32° to 104°F (0° to 40°C)
- Humidity — 20% to 90% (Non condensing)

### **Storage Environment**

- Temperature — -4° to 140°F (-20° to 60°C)
- Humidity — 20% to 90% (Non condensing)

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# Regulatory Statements for U.S. and Canada

The following regulatory statements include the Federal Communications Commission (FCC) Radio Frequency Interference Statement, compliance statements for Canada, and battery disposal and replacement information.

## ***FCC Statement for United States Only***

---

 **WARNING** Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

---

**Note** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

---

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures.

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from the one to which the receiver is connected.

---

## **Note for Canada**

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

## **FCC WARNING**

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Properly shielded and grounded cables and connectors must be used for connection to host computer and/or peripherals in order to meet FCC emission limits.

AC adapter with ferrite core must be used for RF interference suppression.

## **Battery Replacement**

A lithium battery in some computers maintains system configuration information. In the event that the battery fails to maintain system configuration information, NEC recommends that the battery be replaced. For battery replacement information, call your local NEC dealer. The battery is not user replaceable.

---

 **WARNING** There is a danger of explosion if the battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Discard used batteries according to the manufacturer's instructions.

---

---

 **AVERTISSEMENT** Il y a danger d'explosion s'il y a remplacement incorrect de la batterie. Remplacer uniquement avec une batterie du même type ou d'un type recommandé par le constructeur. Mettre au rebut les batteries usagées conformément aux instructions du fabricant.

---

## **Battery Disposal**

The battery is a Lithium-Ion battery.

Do not place used batteries in your regular trash.

The incineration, landfilling, or mixing of batteries with the municipal solid waste stream is **prohibited by law** in most areas.

Contact your local waste management officials for other information regarding the environmentally sound collection, recycling, and disposal of used batteries. If you purchased or are using this computer outside of the U.S. or Canada, contact a local NEC dealer in your country.

**NEC**

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