

POCKET PC

POCKET PC 2002



REFERENCE GUIDE

Preface

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

The guide is organised as follows.

Chapter 1 — Get Started, provides procedures for unpacking, battery installing, 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 customising your Pocket PC.

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 Favourites 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 Pocket PC.

Chapter 8 — Specifications, includes specifications for the Pocket PC and its accessories.

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Get Started

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- Get to Know Your Pocket PC
- Install and Charge the Battery
- Calibrate and Activate the Pocket PC
- Learn the Basics
- Install ActiveSync
- Using a Secure Data Card
- Access Pocket PC Functions
- Get Help
- Pocket PC Care

This chapter includes the following information:

- unpacking your Pocket PC
- getting to know your Pocket PC
- installing and charging the battery
- calibrating and activating the Pocket PC
- learning the basics
- installing Microsoft® ActiveSync®.

Unpack Your Pocket PC

Your Pocket PC ships with a number of accessories. When you unpack the Pocket PC, 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 organisation that sold you the Pocket PC.

Note Before you start using your Pocket PC for the first time, you need to install and charge the battery (see “Install and Charge the Battery” later in this chapter).

- Pocket PC (includes a stylus in a holder on the Pocket PC)
- Pocket PC AC Adapter
- Pocket PC European Converter and UK Converter (for the AC Adapter)
- Pocket PC Battery
- Pocket PC Universal Serial Bus (USB) Cradle (includes an extra stylus)
- Companion CD (contains the Microsoft ActiveSync software and your documentation)
- Pocket PC Getting Started Guide
- Pocket PC Reference Guide (on the Companion CD)
- Pocket PC Release Notes (optional)

Get to Know Your Pocket PC

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

The Pocket PC is powered by the Microsoft Windows Powered Pocket PC 2002 operating system. Data synchronising between the Pocket PC and any other computer is provided by Microsoft ActiveSync.

Standard features include a 206-MHz Intel® Strong ARM processor, 64-MB synchronous dynamic random access memory (SDRAM), reflective LCD panel with 64K colour, touch screen with automatic backlighting, internal speaker, microphone, and a rechargeable Lithium Ion battery. Touch screen backlighting and brightness levels are adjustable.

The Pocket PC includes an infrared (IR) port 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 SD card slot can be used to expand memory, add applications, and more.

Also included with the Pocket PC is a cradle for holding the Pocket PC and an AC adapter. Use the cradle to charge the battery and to synchronise with your computer.

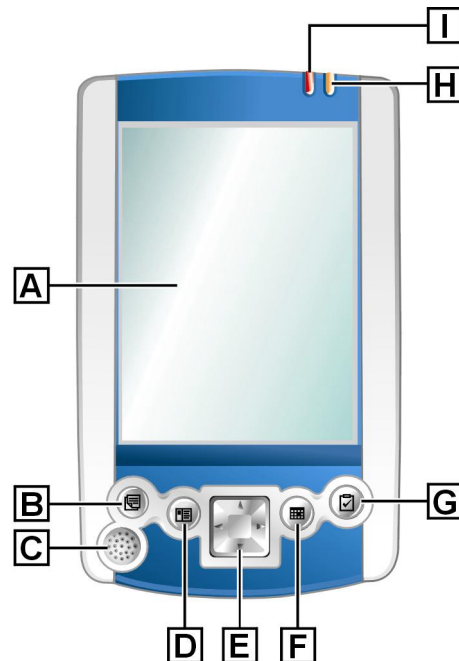
Your Pocket PC comes with a stylus, a pen-like device that allows you to touch or tap objects on the Pocket PC touch screen. The touch, tap, and double tap act just like a point, click, and double click of a mouse.

The external features of the Pocket PC and cradle are shown and described in the following sections.

Front Features

The front features of the Pocket PC are shown in the following figure. Brief descriptions follow the figure.

Pocket PC Front Features



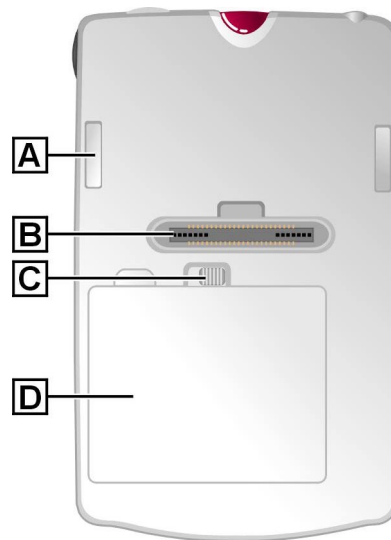
- | | |
|----------------------------------|---------------------------------|
| A – Touch Screen | F – Calendar Button |
| B – Notes Button | G – Tasks Button |
| C – Speaker | H – Battery Charging LED |
| D – Contacts Button | I – Notification LED |
| E – Navigation Button (4) | |

- 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. The light goes off when the battery is charged.
- Notification LED — blinks red to indicate an alarm or reminder.
- Program Buttons — press or tap the **Notes**, **Calendar**, **Contacts**, or **Tasks** button for quick access to tasks or programs. The buttons are customisable.
- 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 of the Pocket PC are shown in the following figure. Brief descriptions follow the figure.

Pocket PC Back Features



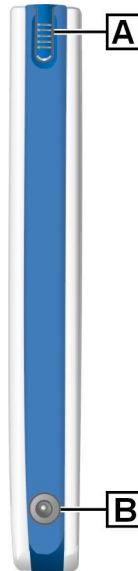
- | | |
|------------------------------------|-------------------------|
| A – Expansion Jacket Guider | C – Battery Lock |
| B – Expansion Connector | D – Battery |

- Expansion Jacket Guider — secures an optional CompactFlash (CF)/PC Card expansion jacket to your Pocket PC.
- Expansion Jacket Connector — connect an optional CF/PC Card expansion jacket to this connector for adding functionality.
- Battery Lock — secures the battery.
- Battery — supplies power to your Pocket PC. You can recharge the battery by connecting to AC power.

Right Side Features

The right side features of the Pocket PC are shown in the following figure. Brief descriptions follow the figure.

Pocket PC Right Side Features



A – Stylus B – Power Connector

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

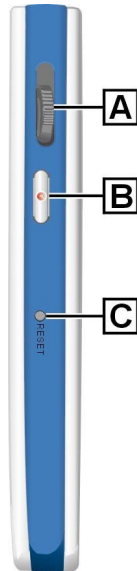
⚠ CAUTION Always use the stylus for tapping the touch screen. Never use hard-pointed or sharp objects. These objects can damage the touch screen.

- Power Connector — connect the AC adapter to this connector if you are not using the cradle.

Left Side Features

The left side features of the Pocket PC are shown in the following figure. Brief descriptions follow the figure.

Pocket PC Left Side Features



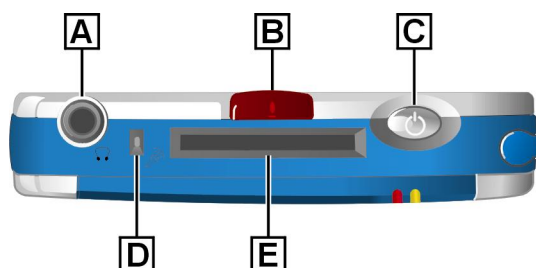
A – Scroll Dial **C** – Reset Button
B – Recording Button

- Scroll Dial — use to scroll through a menu and to select a program.
- Recording Button — records sound in a program where you can include a recording (see “Record a Message” in Chapter 2).
- Reset Button — performs a soft reset of the operating system in case of malfunction. Your data is preserved if it was saved.

Top Features

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

Pocket PC Top Features



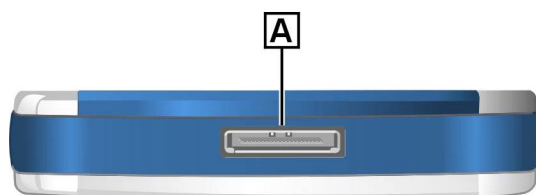
- | | |
|------------------------------|-------------------------------------|
| A – Headset Jack Port | D – Microphone |
| B – IR Port | E – Secure Digital Card Slot |
| C – Power Button | |

- Headset Jack Port — connect an optional headset to this port.
- Infrared (IR) Port — exchange data with another handheld or your computer (both must have IR capabilities).
- Power Button — turns power on and off. The Pocket PC automatically turns off after one minute of inactivity to conserve battery power. The inactivity setting is adjustable.
- Microphone — records your notes.
- Secure Digital (SD) Card Slot — holds an SD card. Insert an SD card in this slot to load programs into your Pocket PC. You can also use optional SD cards to add graphics, databases, and other information to your Pocket PC.

Bottom Features

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

Pocket PC Bottom Features



- A** – Cradle Connector

- Cradle Connector — connect the cradle to this connector. Use the cradle to charge the battery and to synchronise the Pocket PC with your computer.

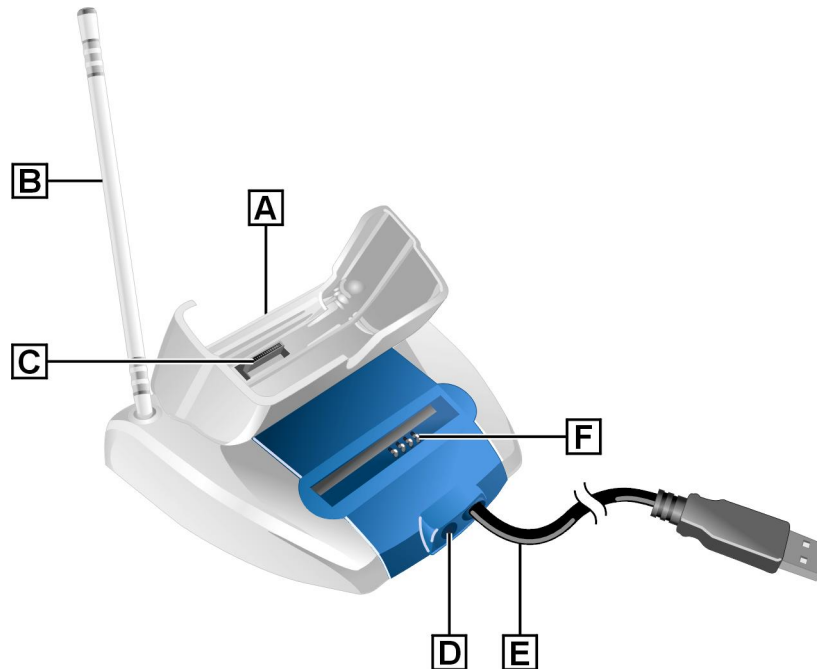
Cradle Features

The cradle holds the Pocket PC for charging the battery, synchronising data with your desktop computer, using optional expansion cards or if you keep your Pocket PC on for long periods. You can also charge the Pocket PC without using the cradle.

Use the AC adapter when you recharge the battery, use expansion cards, or if you keep your Pocket PC on for long periods.

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

Pocket PC Cradle Features



- | | |
|--------------------------------------------|------------------------------|
| A – Battery Charging LED (on front) | D – Power Connector |
| B – Stylus | E – USB Cable |
| C – Pocket PC Connector | F – Battery Connector |

- Battery Charging LED — lights amber while the battery is charging. The light goes off when the battery is charged.
- Stylus — use this extra stylus if you are not using the one on your Pocket PC.
- Pocket PC Connector — connect your Pocket PC to this connector. Use the cradle to charge the battery and to synchronise the Pocket PC with your computer.
- Power Connector — connect the AC adapter to this connector.
- USB Cable — connect the USB cable to the USB port on your computer for synchronising data.
- Battery Connector — connect an optional extra battery to this connector. Use the cradle to charge the extra battery.

Install and Charge the Battery

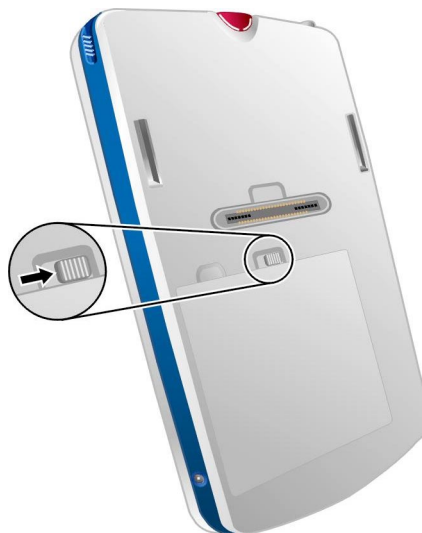
Your Pocket PC contains a rechargeable Lithium Ion battery. The battery must be installed and charged before you use the Pocket PC the first time. You can periodically recharge thereafter. As the battery is rechargeable, you do not need to constantly change batteries.

Install the Battery

1. Slide the battery lock on the back of your Pocket PC to the left.
2. Insert the battery's two small tabs into the corresponding holes on your Pocket PC at an angle and then fit the battery into place.



3. Slide the battery lock to the right to secure the battery.



Charge the Battery

Battery power is monitored by your Pocket PC. 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 Pocket PC. Tap **Start**, tap **Settings**, tap the **System** tab, and tap **Power** to see the indicator.

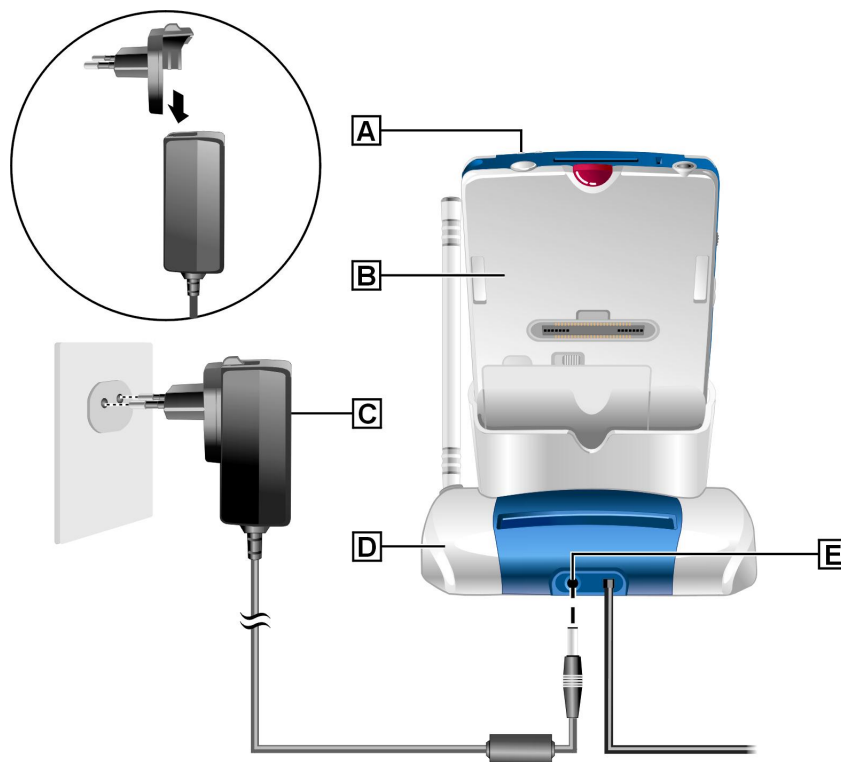
Use the Pocket PC cradle and AC adapter to charge the battery. You can also directly charge the Pocket PC using the AC adapter.

Note Before using your Pocket PC for the first time, you need to charge the battery for approximately 30 minutes to an hour. Do not use the Pocket PC until the battery is fully charged, as indicated by the steady amber battery-charging LED going off.

Charge the battery as follows:

1. If you are using the cradle for charging, plug the Pocket PC into the cradle.
2. You may need to connect the appropriate converter to the AC adapter’s plug according to your country.
3. If you are using the cradle for charging, plug the AC adapter into the power connector on the back of the cradle.

If you are not using the cradle, plug the AC adapter directly into the power connector on the right side of the Pocket PC.



Charging the Battery

A – Battery Charging LED
B – Pocket PC
C – AC Adapter

D – Cradle
E – Power Connector

-
4. Plug the other end of the AC adapter into an 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 is off.
 - The “power remaining” indicator indicates 100%.

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

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

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

Calibrate and Activate the Pocket PC

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


1. Press the power button to power on the Pocket PC.
2. Tap the touch screen with the stylus to start the calibration and activation.
3. At the prompt to align the screen, tap the centre of the cross wherever the travelling 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.

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

Learn the Basics

There are two basic screens you need to know about to get started. These are the “Today” screen and the “Navigation Bar” 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 Pocket PC. Tap **Start** to go back to the “Today” screen.

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

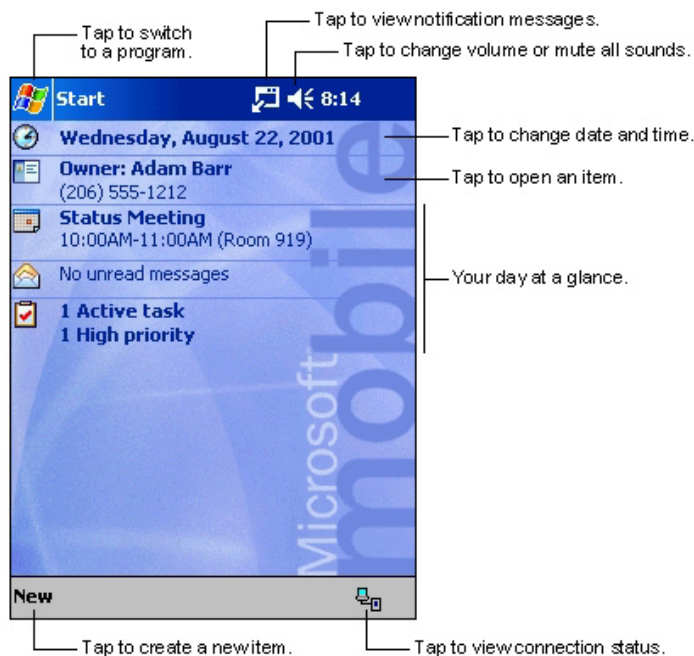
- Tap — touch the screen once with the stylus to open programs and select options.
- Drag — hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.
- Tap and Hold — tap and hold the stylus on an item to see a list of actions available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

For more information on using the “Today” screen, Navigation Bar, and stylus, see the following sections.

Today Screen

The “Today” screen normally appears whenever you power up the Pocket PC. 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 Pocket PC, 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 triangle at the lower right of the screen.
3. At the “Options” screen, tap **Keyboard**. A soft keyboard displays.

4. Tap once in the “Name” field. A blinking cursor appears, indicating that you can enter data.
5. Use the keyboard to tap in your name, just as you would with your computer keyboard.
6. 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.
7. When done, click on **OK**. Your changes are saved and the “Today” screen displays 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.

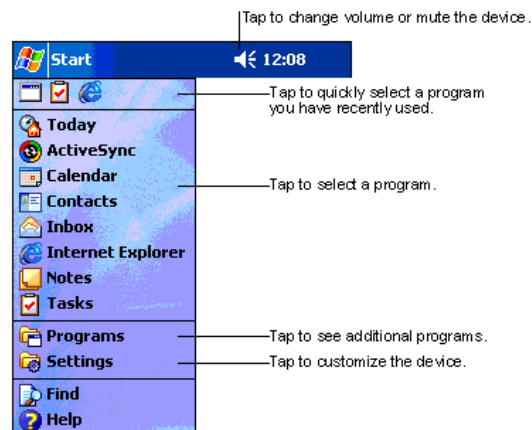
By using the stylus and several control buttons, you can open tasks from the “Today” screen and Navigation Bar and enter or read data at selected screens.


Navigation Bar Screen


To switch to the “Navigation Bar” screen, tap  or tap **Start** at the top of the “Today” screen. The Navigation Bar displays 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 Pocket PC or the scroll dial on the side of the Pocket PC 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. A Command Bar appears at the bottom of the screen. Tap **New** in the bar 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 Pocket PC. 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 selecting the type of contact, a **Tools** button for performing various tasks, and an input panel button. Tapping the input panel button displays a soft 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.

By tapping **X** in the upper right corner of the screen, you can start using any other program. The information you have entered will be stored automatically.

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

The following table lists the activities on your Navigation Bar. To see the list on your Pocket PC, tap **Start** to open the “Navigation Bar” screen. Tap **Programs** to see more activities. Look on the Companion CD for additional programs that you might want to install.

Activities

Icon	Program	Description
	ActiveSync	Synchronise information between your Pocket PC and computer.
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your colleagues and friends.
	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 hand-written or typed notes, drawings, and recordings.
	Tasks	Keep track of your tasks.
	Windows Media	Play audio or video files.
	Programs	Tap Programs to see a list of the various programs available to you.
	Settings	Tap Settings to see the various areas that you can access for changing/reviewing settings.
	Find	Tap Find to find data in your Pocket PC.
	Help	Tap Help to see the Help Contents.

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

Install ActiveSync

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

For example:

- Keep Microsoft Pocket Outlook[®] data up-to-date by synchronising your Pocket PC with Microsoft Outlook data on your computer.
- Synchronise Microsoft Word and Microsoft Excel files between your Pocket PC and computer (to do so you should have Microsoft Word and Excel installed on your computer). Your files are automatically converted to the correct format.

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

With ActiveSync, you can also:

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

Your Pocket PC comes with ActiveSync already installed. However, to synchronise information with your computer, you must also install ActiveSync on your computer.

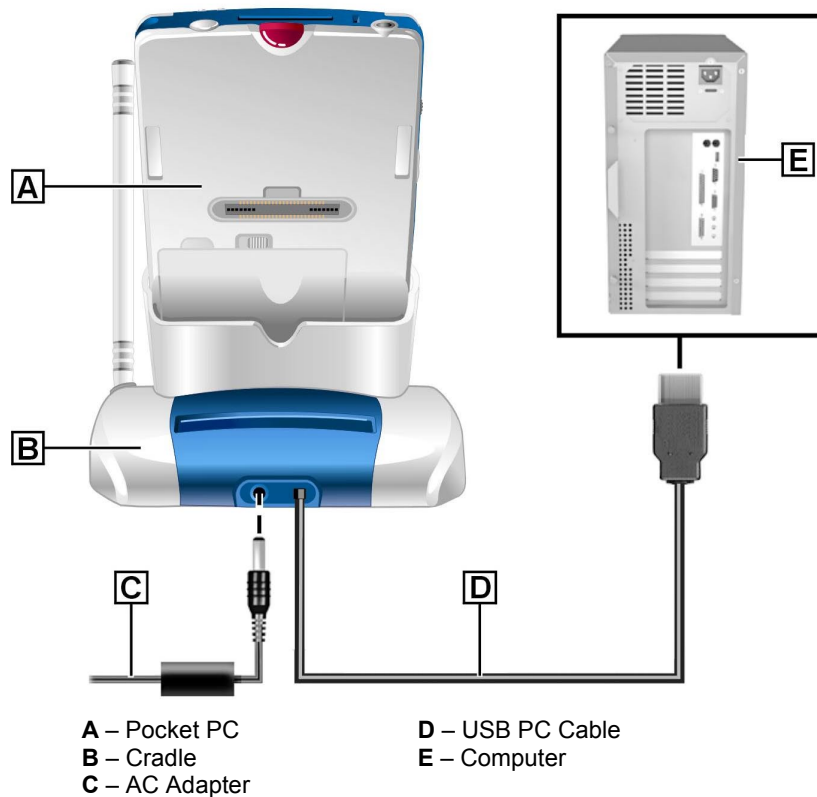
Install ActiveSync on your computer from the Companion CD as follows.

Note Before starting the ActiveSync installation, ensure that you have Microsoft® Outlook® installed on your computer. Microsoft Outlook is included with Microsoft Office. If you have Outlook 98 or Outlook 2000 installed, you are encouraged to update to Outlook 2002. You should install Outlook before starting the ActiveSync installation.

Note Do not connect your Pocket PC and cradle to the computer until ActiveSync is installed.

1. Power on your computer and monitor.
2. 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.
3. At the “Getting Started with Your Pocket PC” screen, click on **Start Here**.
4. At the “Start Here” screen,
 - Please read the Overview before installing ActiveSync.
 - Click on **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.
5. At the “Start Here” screen, click on **Install ActiveSync 3.5a**.
6. At the “Install ActiveSync 3.5a” screen, click on **Install**.
7. At the “File Download” screen, click on **Run this program from its current location**.
8. Follow the prompts to install ActiveSync on your computer. When prompted, connect your Pocket PC to your computer.
 - Install the Pocket PC in the cradle.
 - Connect the AC adapter to the cradle and power.
 - Connect the USB PC synchronisation cable to your computer.

Synchronising Setup





9. At the “Add New Hardware Wizard” screen, click on **Next** and follow the prompts.

- Click on **OK** to continue.

10. Follow the prompts to complete the synchronisation and establish a partnership between your Pocket PC and your computer.

Your first synchronisation begins when the installation is completed. This takes time, as the process is copying information to the Pocket PC.

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

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

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

For further information on using Pocket PC 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 Synchronisation** or tap **Start and Stop Synchronisation**.

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

Once you have installed ActiveSync on your computer and performed your first synchronisation, synchronisation occurs whenever the ActiveSync components on the Pocket PC and on your computer are activated.

Use the cradle for automatic synchronisation. You can also use infrared for synchronisation. Set the synchronisation type by tapping **Tools** on the “ActiveSync” screen, tapping **Connect via IR**, or tapping **Options** then **USB Sync**.

Using a Secure Digital Card or MMC Card

A Secure Digital (SD) card or MMC card can be used to contain productivity and entertainment programs that you can install on your Pocket PC.

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

1. Press the Pocket PC power button.
2. Insert the SD card into the SD slot on the top of your Pocket PC. A menu displays on the Pocket PC, showing you the contents of the card.
3. Select a program and follow the prompts to load it on your Pocket PC.
4. When finished, remove the SD card and store it in an anti-static bag.

Access Pocket PC Functions

The following table is a guide to many of the functions and settings for the Pocket PC. 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 Pocket PC.

Accessing Pocket PC Functions

Function	Access
About Pocket PC	Tap Start , tap Settings , tap System tab, and tap About to see Pocket PC version and processor type.
ActiveSync	Tap Start , tap ActiveSync , and tap Sync or Tools .
Align Screen	Tap Start , tap Settings , tap System tab, and tap Screen .
Backlight Settings	Tap Start , tap Settings , tap System tab, and tap Backlight .
Battery Status	Tap Start , tap Settings , tap System tab, and tap Power .
Buttons, Front	Tap Start , tap Settings , and tap Buttons .
Calendar	Press Calendar program button on the front or tap Start and tap Calendar .
Clock	Tap Start , tap Settings , tap System tab, and tap Clock .
Contacts	Press Contacts program button on the front or tap Start and tap Contacts .
File Explorer	Tap Start , tap Programs , and tap File Explorer .
Find	Tap Start and tap Find .
Help	Tap Start , tap Help , and select a help item.
Inbox	Tap Start and tap Inbox .
Infrared Receive	Tap Start , tap Programs , and tap Infrared Receive .
Input Panel	Tap Start , tap Settings , and tap Input . Select input method.
Internet Explorer	Tap Start and tap Internet Explorer (requires optional modem or Pocket PC synched to computer).

Accessing Pocket PC Functions

Function	Access
Memory Settings	Tap Start , tap Settings , tap System tab, and tap Memory .
MSN Messenger	Tap Start , tap Programs , and tap MSN Messenger .
Notes	Tap Start and tap Notes .
Owner information	At the Start screen, tap Owner , and enter information.
Password	Tap Start , tap Settings , and tap Password .
Pocket Excel	Tap Start , tap Programs , and tap Pocket Excel .
Pocket PC Basics	Tap Start , tap Help , and tap Pocket PC Basics .
Pocket Word	Tap Start , tap Programs , and tap Pocket Word .
Programs	Tap Start and tap Programs . Select Games, Calculator, File Explorer, Infrared Receive, Microsoft Reader, MSN Messenger, Pocket Excel, Pocket Word, or Terminal Services.
Regional Settings	Tap Start , tap Settings , tap System tab, and tap Regional Settings .
Settings, Connections	Tap Start , tap Settings , and tap Connections tab. Select AvantGo Connect, Beam, Connections, or Network Adapters.
Settings, Personal	Tap Start , tap Settings , and tap Personal tab. Select Buttons, Input, Menus, Owner Information, Password, Sounds & Notifications, or Today.
Settings, System	Tap Start , tap Settings , and tap System tab. Select About, Backlight, Clock, Contrast, Memory, Power, Regional Settings, Remove Programs, or Screen.
Sound Volume	Tap Start , tap Settings , and tap Sounds & Notifications .
Start Menu	Tap Start , tap Settings , tap Menus , and select programs to appear on Start menu.
Tasks	Tap Tasks button on the front or tap Start and tap Tasks .
Windows Media	Tap Start and tap Windows Media .


Get Help

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

Help Resources

Item	Resource
Pocket PC Operation	Pocket PC Getting Started Guide Pocket PC Reference Guide (on Companion CD)
Windows Pocket PC	Windows Pocket PC Help Help file included with Windows Pocket PC. Tap Start on the Today screen, tap Help on the Navigation Bar screen, and tap an item on the Help Contents screen. Windows Pocket PC web site www.microsoft.com/mobile/pocketpc/howdoi/default.asp

Help Resources

Item	Resource
ActiveSync	<p>ActiveSync Help on your computer 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>ActiveSync Help on your Pocket PC Tap  at the Today screen and tap Help. At the Help Contents screen, tap Connections. Select a topic for help.</p> <p>ActiveSync Help on the Web www.microsoft.com/mobile/pocketpc/howdoi/default.asp</p>
Pocket Word, Excel, Reader, Outlook (Inbox, Calendar, Contacts, Tasks, Notes), Windows Media Player, Internet Explorer	<p>Microsoft Pocket PC Features www.microsoft.com/mobile/pocketpc/bguide/features/mobile_software.asp</p>
Software and Hardware Resources	<p>Pocket PC Magazine www.ppcmag.com</p>

Pocket PC Care

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

- Clean your Pocket PC 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 discolour the case finish.
- Do not spray liquids on the touch screen and case or allow liquids to drip into the Pocket PC.
- Do not put anything on top of the touch screen.
- Always use the stylus to prevent scratching the touch screen.
- Do not expose your Pocket PC to moisture and temperature extremes.
- Avoid dropping or bumping the Pocket PC or the AC adapter.
- Do not use the Pocket PC in humid or dusty environments.
- Avoid leaving the Pocket PC and its components in direct sunlight or near heat sources.

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 Organise Information
- Customise Your Pocket PC

Overview

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

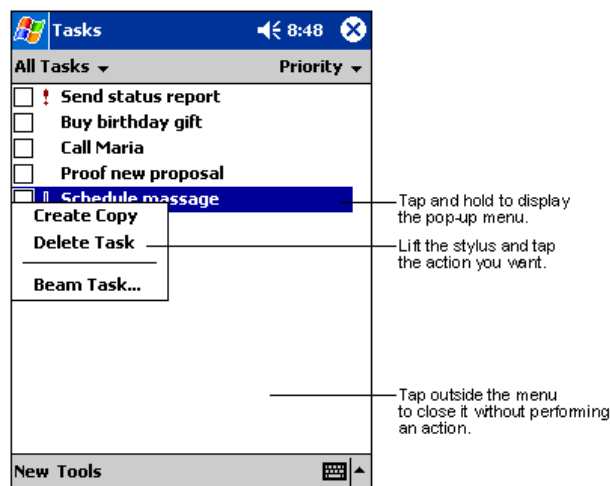
- pop-up menus
- notifications
- enter information
- enter text
- write and draw on the screen
- record a message
- use a preset message
- find information
- customise your Pocket PC.

Pop-up Menus

Pop-up menus are used throughout your Pocket PC 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 Pocket PC 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 Pocket PC.

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 Pocket PC.

Enter Information

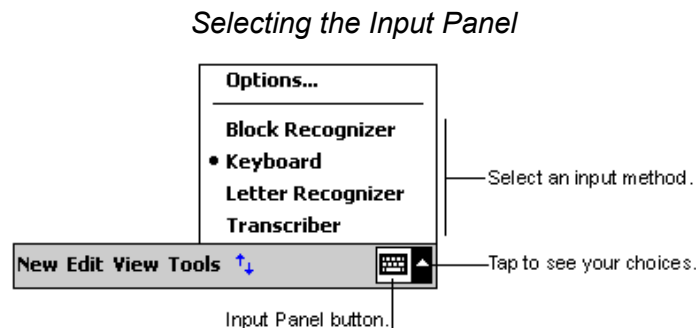
Information is entered into your Pocket PC in several ways:

- 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 Pocket PC microphone to record a message.
- Use ActiveSync to synchronise or copy information from your computer to the Pocket PC.

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 Pocket PC. 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.



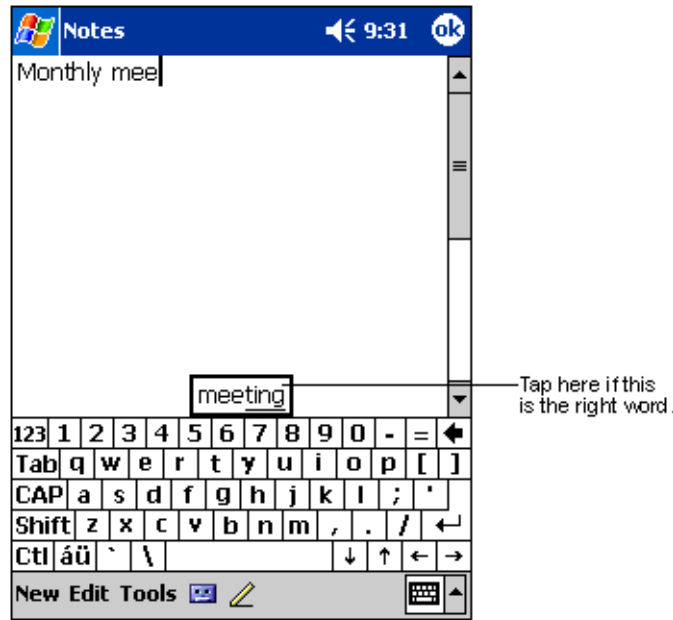
Using the Soft Keyboard


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 Pocket PC anticipates the word you are typing or writing and displays it on the screen. When you tap the displayed word, it is inserted into the text at the insertion point. The more you use Pocket PC, the more words it learns to recognise.

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 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. Writer 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 have 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 Pocket PC.
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



Note Some programs that accept writing might not have the **Pen** button. See the documentation that may come with some programs 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.

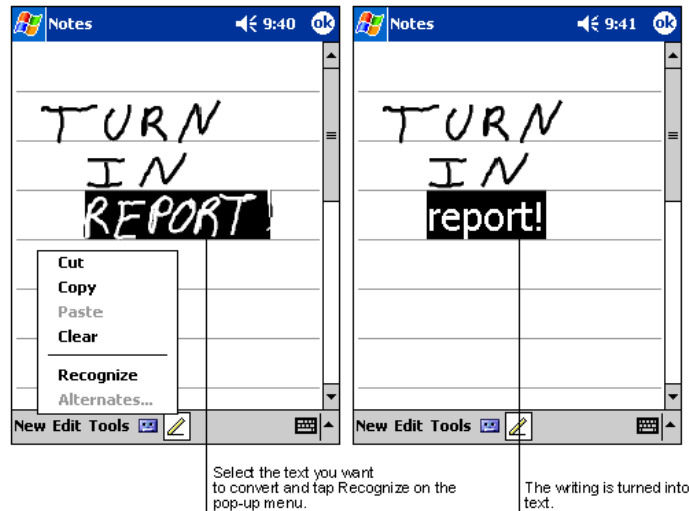
If you accidentally write on the screen, tap **Tools**, tap **Undo**, and try again. You can also select your writing by tapping the **Pen** button to deselect it and then dragging the stylus across the screen.

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 Converting Your Writing



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

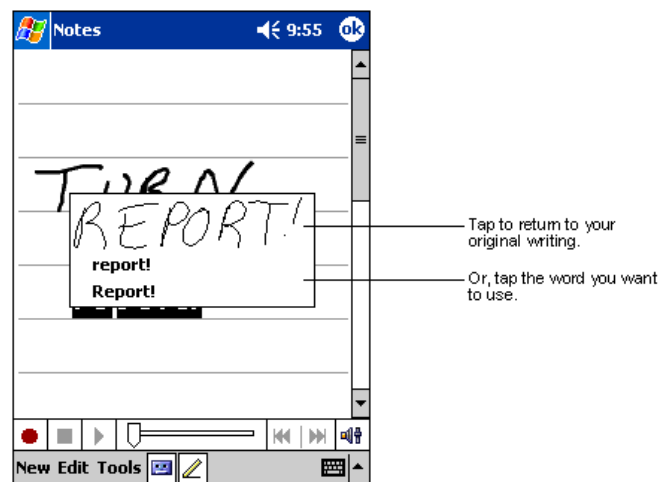
You can also tap and hold the selected words until the pop-up screen displays, then tap **Recognise**.

If a word is not recognised, it is 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 Pocket PC 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 recognise the word, the writing you add will not be included if you attempt to recognise the writing again.

Draw on the Screen

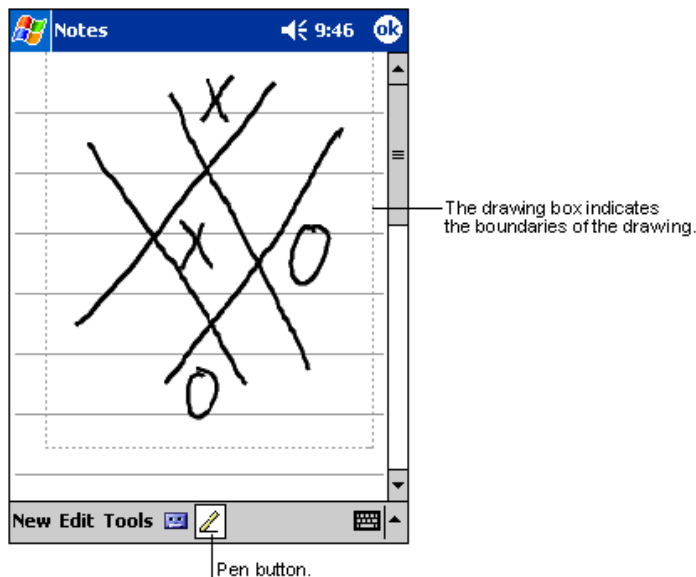
You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they are edited. For example, selected drawings can be resized while writing cannot.

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



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.

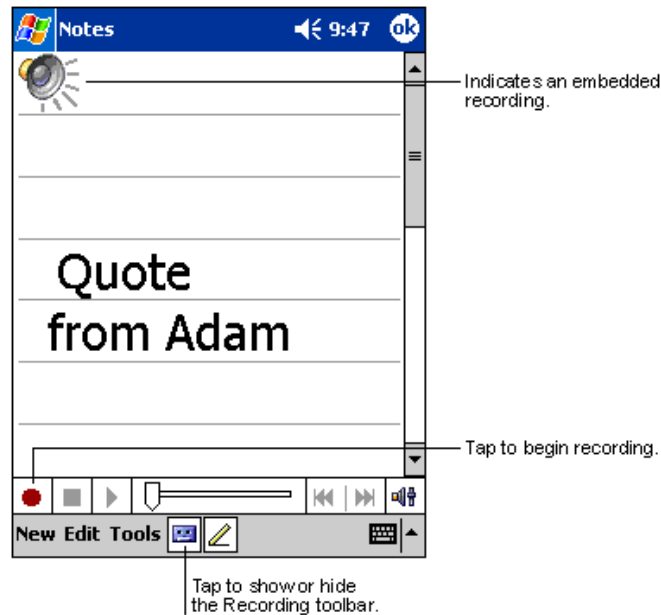
Create a recorded message in the Notes program as follows. Recording in other programs is similar.

1. Hold the Pocket PC microphone near your mouth or other source of sound.
2. Press and hold the Record button on your Pocket PC 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).

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

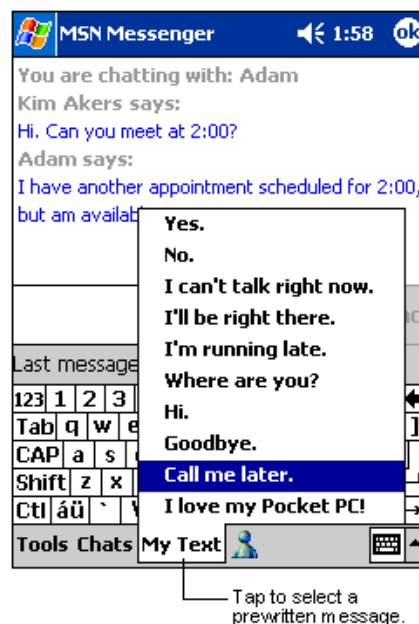


Use a Preset or Frequently Used Message

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 Organise Information


The Find feature on your Pocket PC helps you to quickly locate information. You can also organise your information with File Explorer.

Use the following steps to find information.

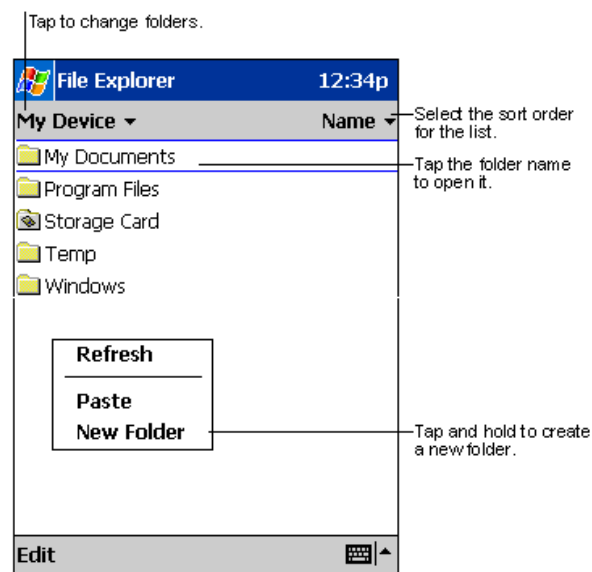
1. On the  menu, tap **Find**.
2. Enter the text you want to find, select a data type, and tap **Go** to start the search.

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

Use these steps to find files and to organise 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.


Organise Files




Customise Your Pocket PC

You can customise your Pocket PC by adjusting its settings and installing additional software.

Adjusting Settings

You can adjust Pocket PC 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** — customise 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 Pocket PC
- **Power** — maximise battery life
- **Today** — customise the look and the information that is displayed on the “Today” screen.


Adding or Removing Programs


Programs added to your Pocket PC at the factory are stored in read-only memory (ROM). You cannot remove this software, and you will 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 Pocket PC after factory installation are stored in random access memory (RAM).

You can install any program created for your Pocket PC, as long as it has enough memory. The most popular place to find software for your Pocket PC is on the Pocket PC Web site (<http://www.microsoft.com/mobile/pocketpc>).

Using ActiveSync to Add Programs

You will need to install the appropriate software for your Pocket PC on your computer. ActiveSync is already installed on your Pocket PC.


1. Determine your Pocket PC 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 Pocket PC 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 Pocket PC and computer.
5. Double-click on 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 Pocket PC.

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- If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You will need to move this file to your Pocket PC. 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 Pocket PC. 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 Pocket PC.


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

1. Determine your Pocket PC 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 Pocket PC 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 Pocket PC 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 Pocket PC 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 Pocket PC:
 - Tap , tap **Programs**, tap **File Explorer**, and locate the program (tap the folder list, labelled My Documents by default, and tap **My Device** to see a list of all folders on the Pocket PC).
 - 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 Organise Information,” earlier in this chapter.
3. If you are using ActiveSync on the desktop computer:
 - Use the Explorer in ActiveSync to explore your Pocket PC files and locate the program. Right-click on the program, and then click on **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 Pocket PC to locate the program, tap and hold the program, and then tap **Delete** on the pop-up menu.

Use Microsoft Pocket Outlook

- Calendar
- Contacts
- Tasks
- Notes
- Inbox

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.

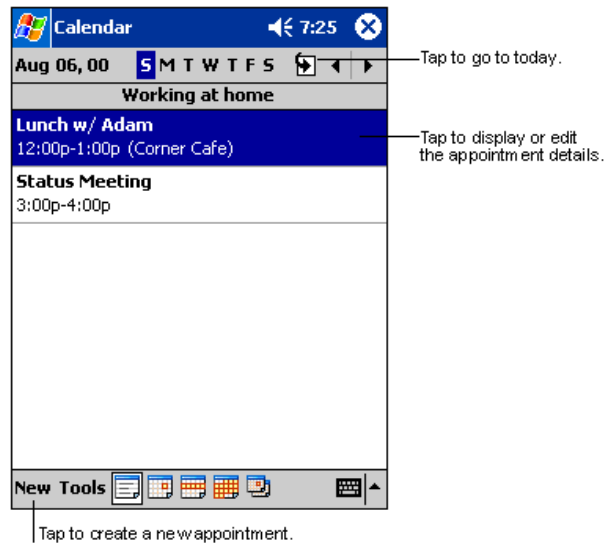
Using ActiveSync, you can synchronise information in Microsoft Outlook or Microsoft Exchange on your desktop computer with your Pocket PC. You can also synchronise this information directly with a Microsoft Exchange server. Each time you synchronise, ActiveSync compares the changes you made on your Pocket PC 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



Note You can customise 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

Tap to return to the calendar (the appointment is saved automatically).

Tap to choose from predefined text.

Tap to choose from previously entered locations.

Tap to select a time.

Tap to select a date.

Notes is a good place for maps and directions.

6. 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.
7. When finished, tap **OK** to return to the calendar.

Note If you select **Remind me** in an appointment, your Pocket PC 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

View appointment details.

View.

Tap to change appointment.

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 synchronise 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 have entered in Contacts, select the meeting attendees.

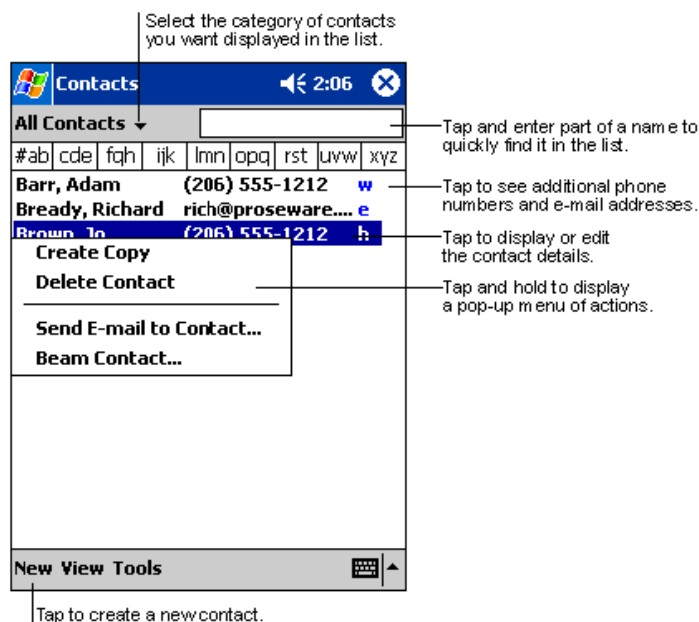
The meeting notice is created automatically and placed in the Outbox folder.

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

Contacts: Tracking Friends and Colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information you are looking for, whether you are 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



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

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

Tap to return to the contact list (the contact is saved automatically).

Contacts

Name:

Job title:

Department:

Company:

Work tel:

Work fax:

Work addr:

E-mail:

Mobile tel:

Details Notes

123 1 2 3 4 5 6 7 8 9 0 - = <

Tab q w e r t y u i o p []

CAP a s d f g h j k l ; ' ,

Shift z x c v b n m , . / <

Ctl á ü ` \ < > < >

Edit


Scroll to see more fields.

Notes is a good place for maps and directions.

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

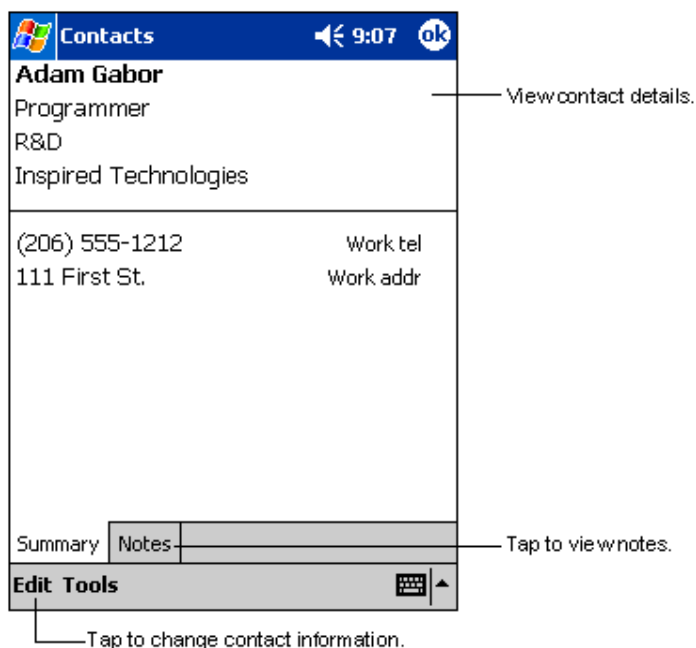
There are four ways to find a contact:

- 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 (labelled 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**.

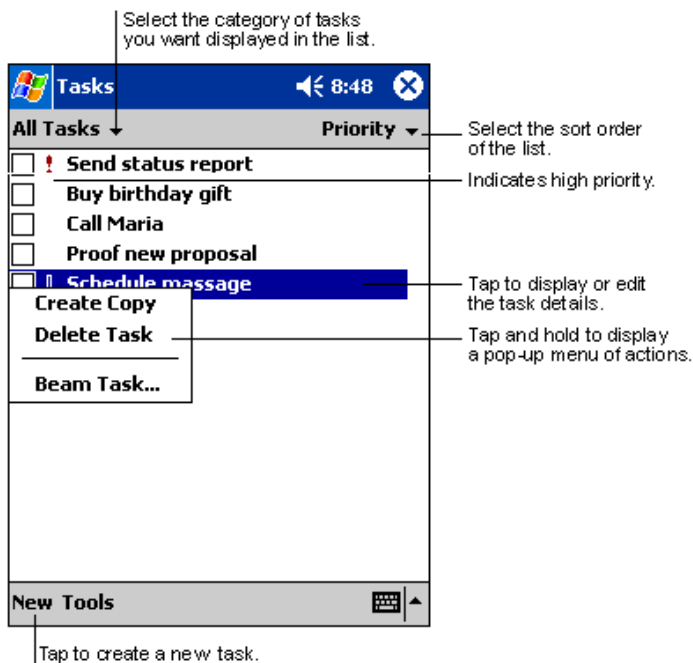
Contacts Summary Screen



Tasks: Keeping a To Do List

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

Tasks Screen

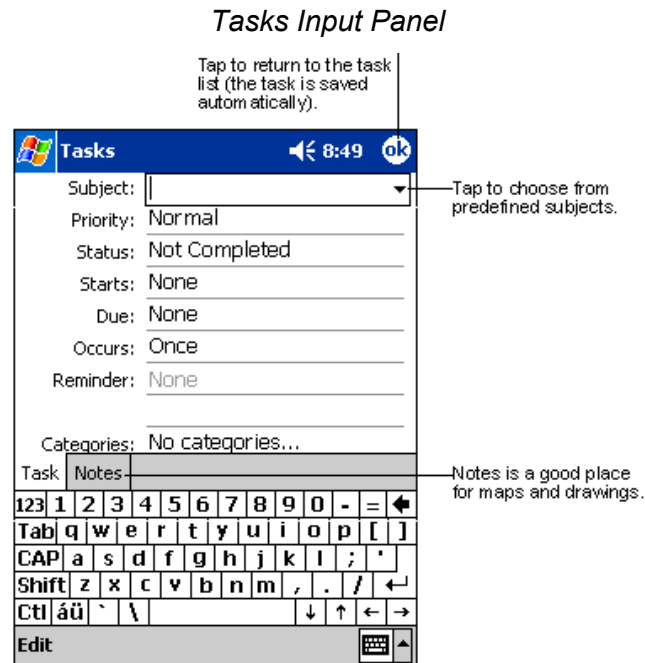


Note To change the way information is displayed in the list, tap **Tools** and tap **Options**.

Creating a task

Create a task as follows:

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



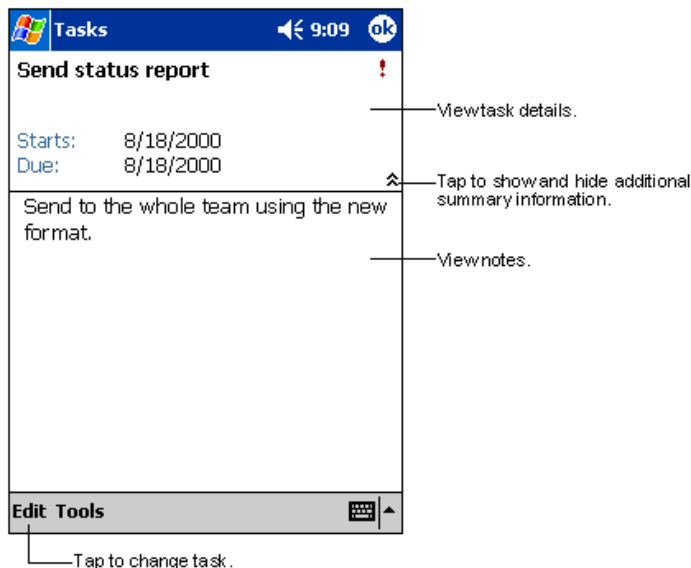
3. You can enter a start date and due date or enter other information by first tapping the field. If the input panel is open, you need to hide it to see all available fields.
4. To assign the task to a category, tap **Categories** and select a category from the list. In the task list, you can display 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.

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**.

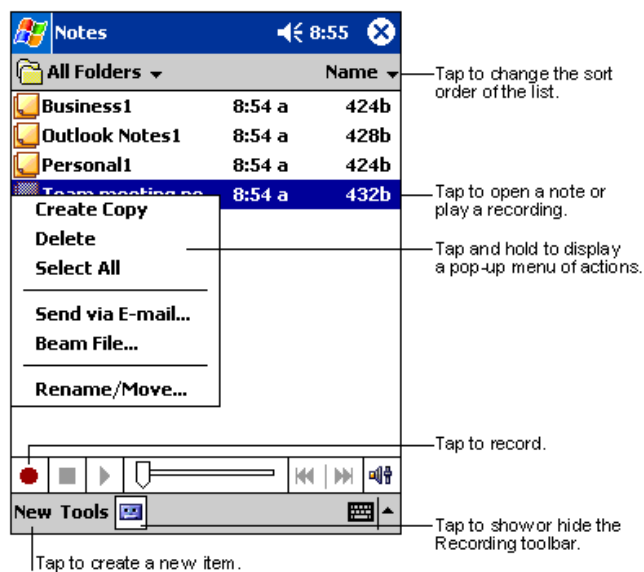
Tasks Summary Screen



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.

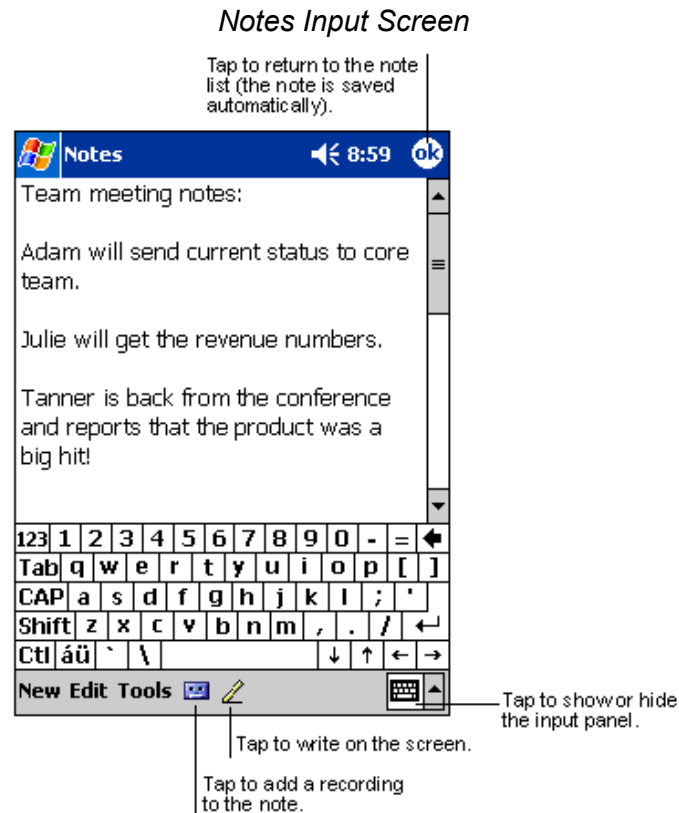
Notes Screen



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.



Inbox: Sending and Receiving E-mail

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

- Synchronise 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 will need an optional modem or network card installed on your Pocket PC to connect to your ISP or network.

Synchronising E-mail Messages

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

During synchronisation:

- Messages are copied from the mail folders of Exchange or Outlook on your desktop computer to the ActiveSync folder in Inbox on your Pocket PC. 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 Pocket PC 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 synchronise 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 synchronising 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 Pocket PC. You will 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 Pocket PC Inbox folder, messages in the Pocket PC Outbox folder are sent, and messages that have been deleted on the e-mail server are removed from the Pocket PC 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 Pocket PC, it is also deleted from the e-mail server the next time you connect based on the settings you selected in ActiveSync.

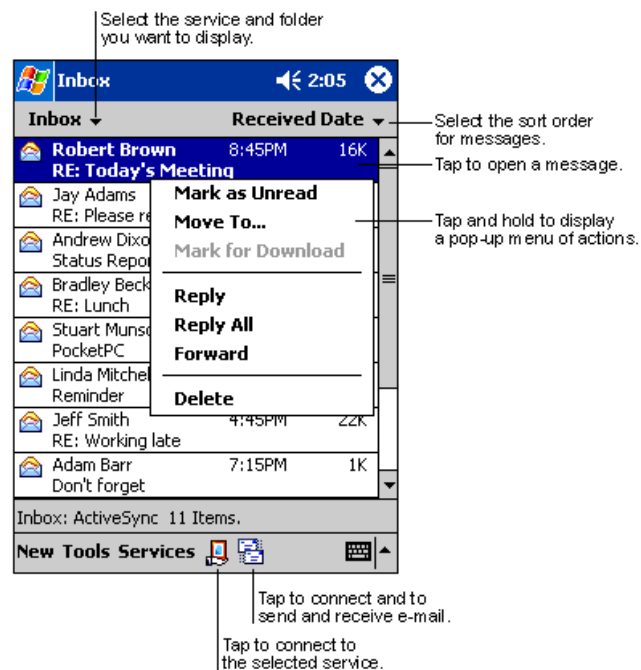
You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space on your Pocket PC.

When working offline, once you have 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 have marked for retrieval and sends the messages you have composed.

Using the Message List

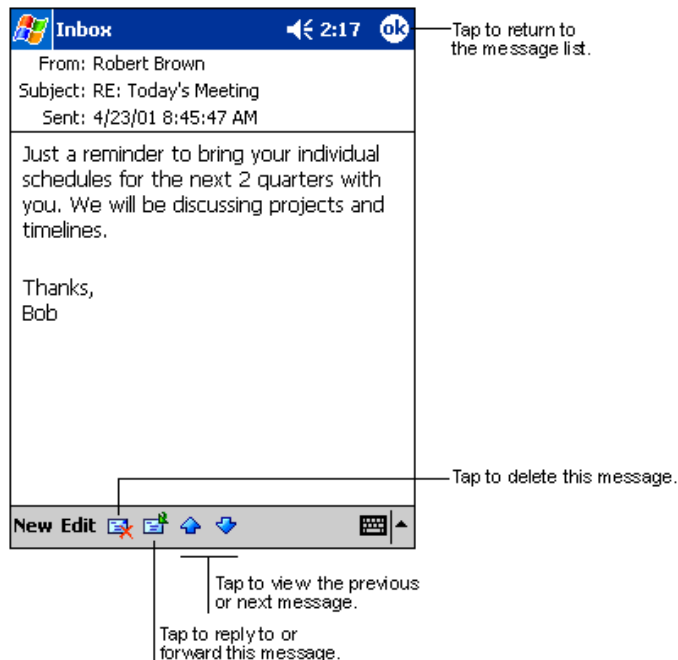
Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.

Inbox Message List Screen



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

Message Screen



When you connect to your e-mail server or synchronise with your desktop computer, by default, you will 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 synchronisation 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 synchronisation options. You can change them at any time.

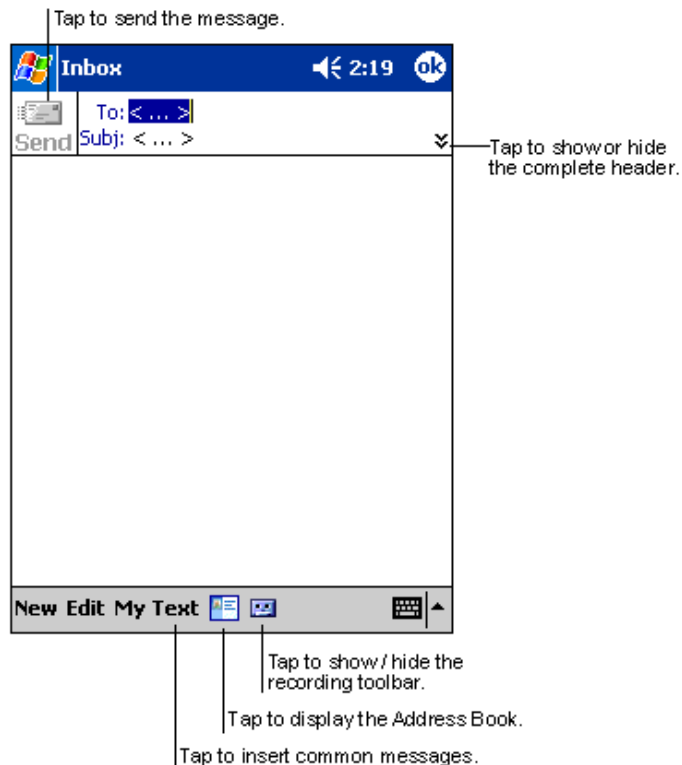
- Change options for Inbox synchronisation using ActiveSync options. For more information, see ActiveSync Help.
- Change options for direct e-mail server connections in Inbox on your Pocket PC. Tap **Tools** and tap **Options**. On the **Service** tab, tap the service you want to change. Tap and hold 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 have 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 Pocket PC. The behaviour 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 organise 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 Behaviour with a Direct Connection to an E-mail Server

The behaviour 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 synchronised with your Pocket PC. You can select to synchronise 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 synchronisation, 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 Pocket PC 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 Pocket PC.
- 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 Pocket PC or desktop computer. This synchronisation 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


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.

Note All titles described in this chapter are optional and may not be included on your specific Pocket PC. Your Pocket PC may also contain optional programs that are not documented in this chapter.

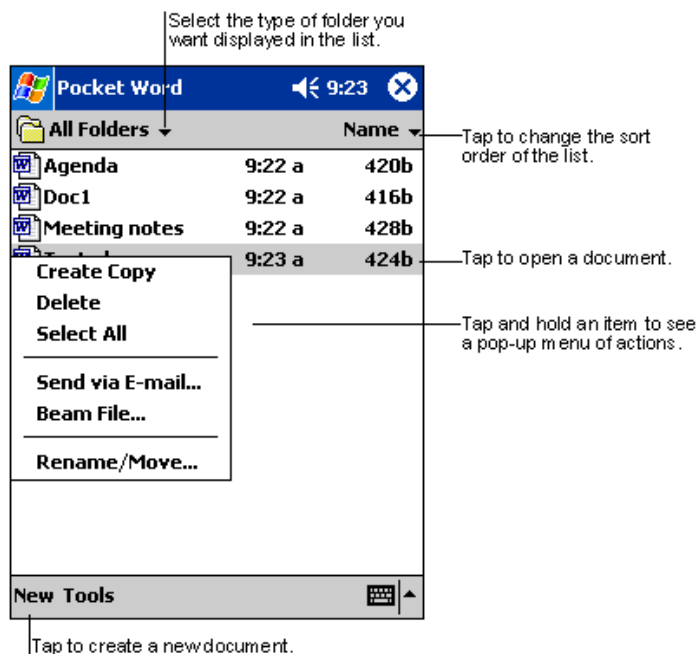
Pocket Word

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 Pocket PC, or you can copy documents from your desktop computer to your Pocket PC. Synchronise documents between your desktop computer and your Pocket PC 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 have selected a template for new documents in the Options dialogue 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 will 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 Pocket PC. 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.

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.

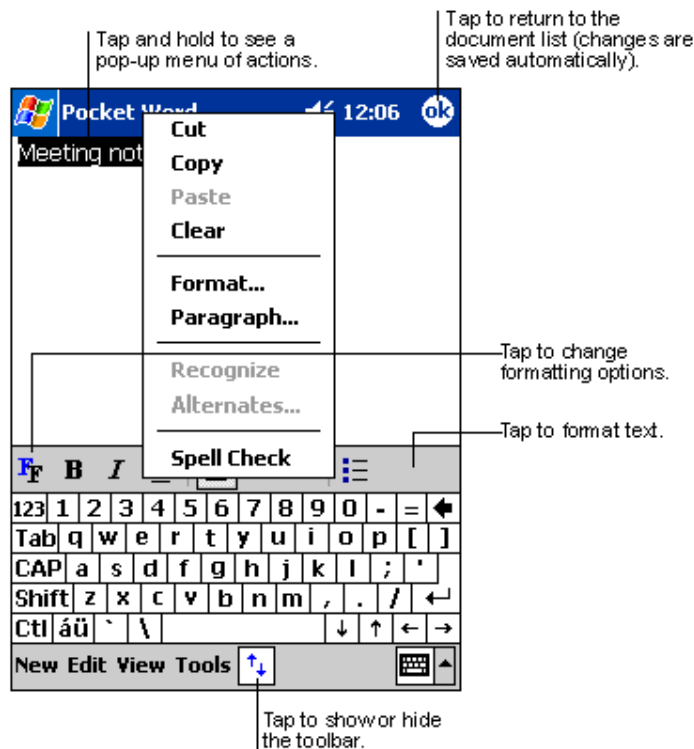
Note If you are opening a Word document created on a desktop computer, select **Wrap to Window** on the **View** menu so that you can see the entire document.

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**.

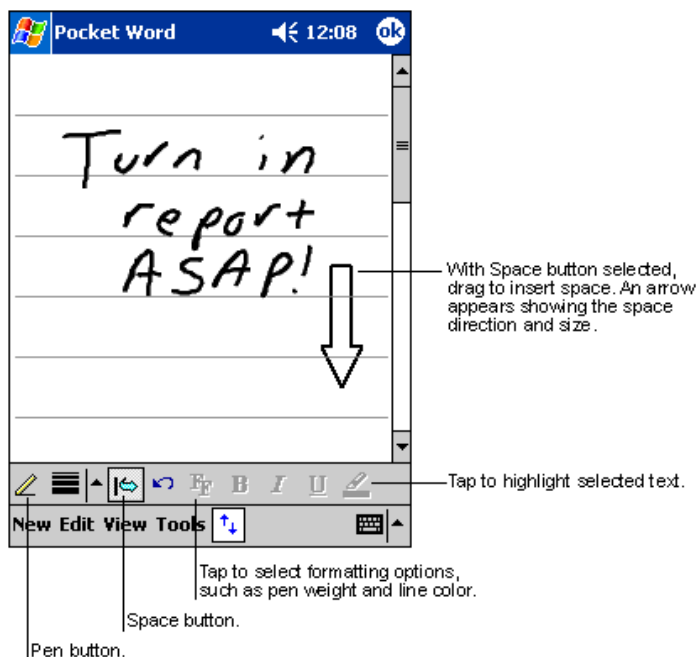
Pocket Word Document



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



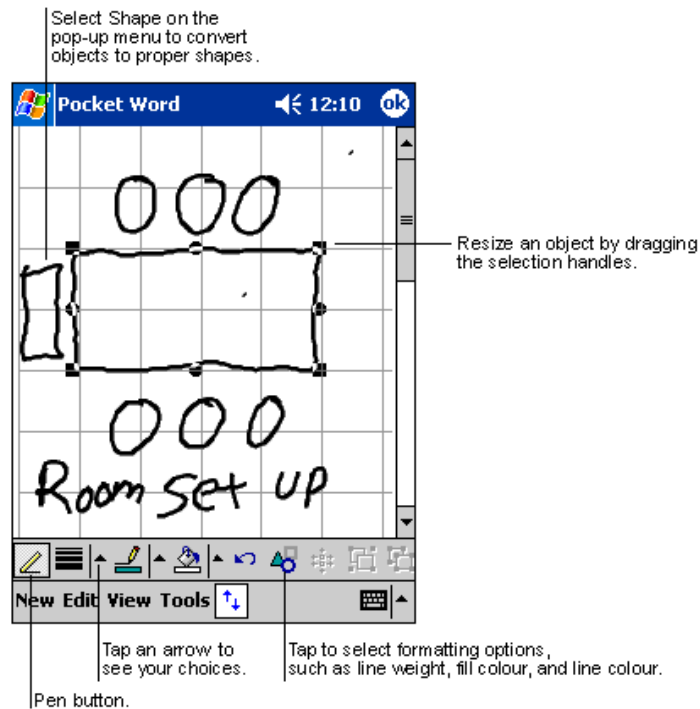
Note If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the following section.

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

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 will 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

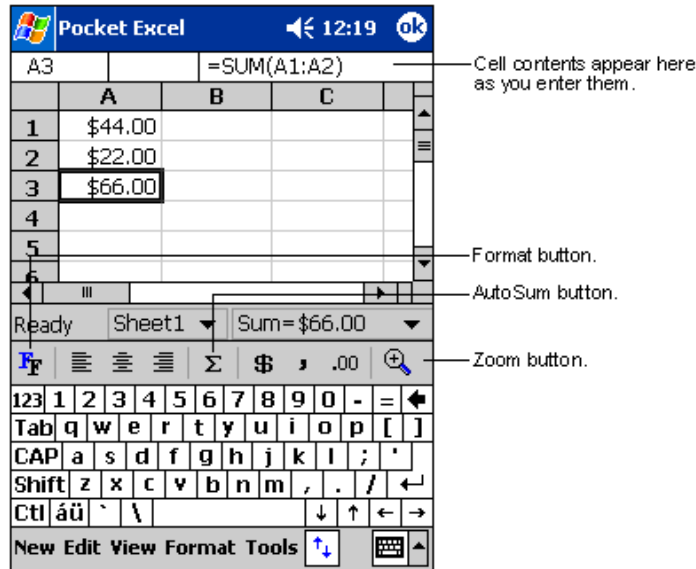
Pocket Excel works with Microsoft Excel on your desktop computer to give you easy access to copies of your workbooks. You can create new workbooks on your Pocket PC, or you can copy workbooks from your desktop computer to your Pocket PC. Synchronise workbooks between your desktop computer and your Pocket PC 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 have selected a template for new workbooks in the Options dialogue 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 Pocket PC. 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 Pocket PC 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.

Note Sign up for a Microsoft Passport account at www.passport.com. Get a free Microsoft Hotmail e-mail address at 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:

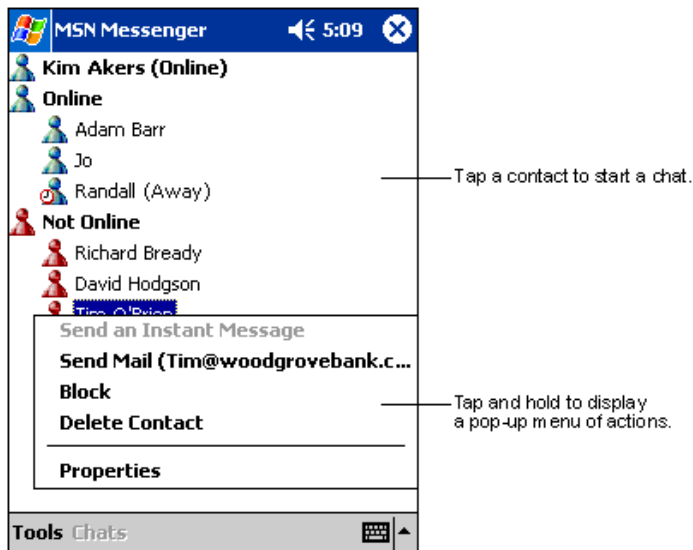
1. In the **Tools** menu, tap **Options**.
2. In the **Accounts** tab, enter your Passport or Exchange account information.
3. To sign in, tap the sign-in screen and enter your e-mail address and password.

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

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



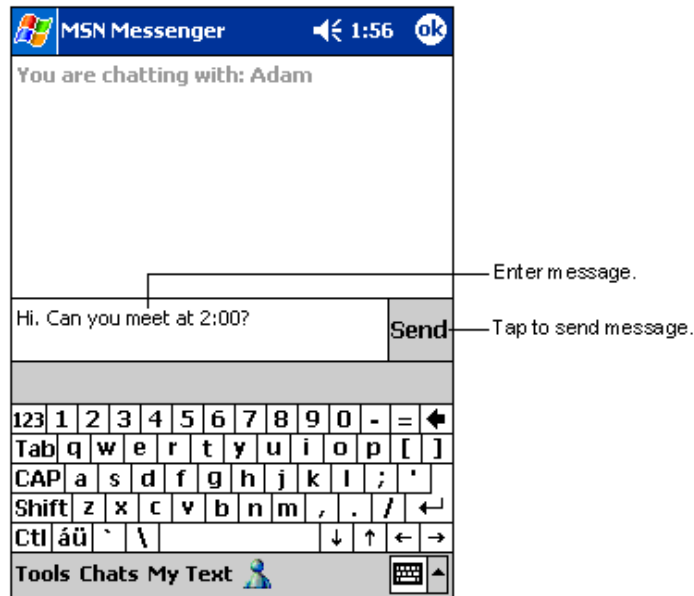
Note To see others online without being seen, in the **Tools** menu, tap **My Status** and select **Appear Offline**.

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.

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.

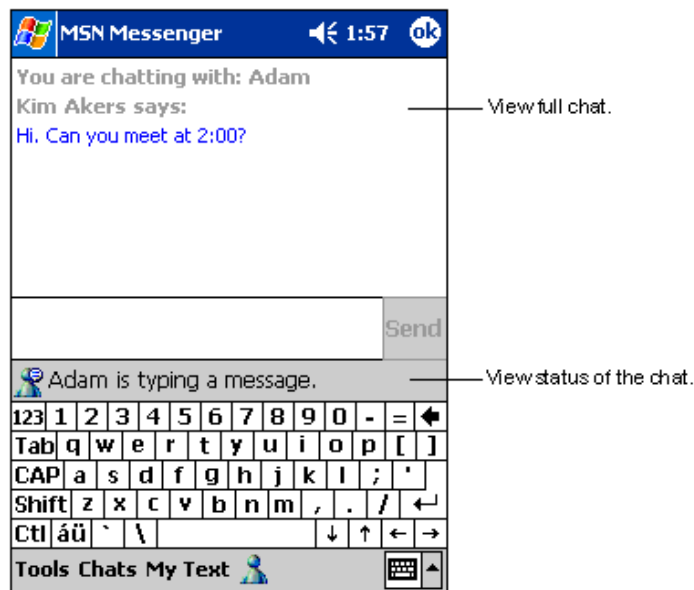
MSN Messenger Chat Screen




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.

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

MSN Messenger Response Screen




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 Pocket PC 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 Pocket PC. You can play Windows Media and MP3 files on your Pocket PC.

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

Microsoft Reader


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

Note Before you can use Microsoft Reader, you must activate it from the Microsoft activation site (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 Pocket PC 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 Pocket PC

You can download book files from the Web. Just visit your favourite 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 Pocket PC as described in the Read Me file in the MSReader folder.

Using the Library

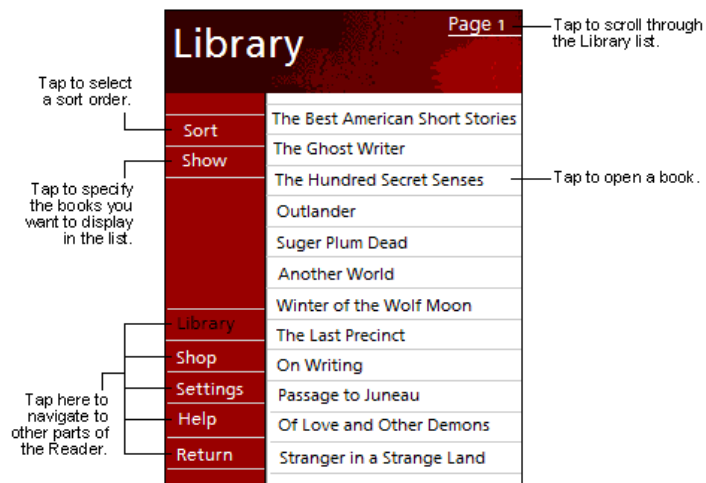
The Library is your Reader home page. The home page displays a list of all books stored on your Pocket PC or storage card.

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

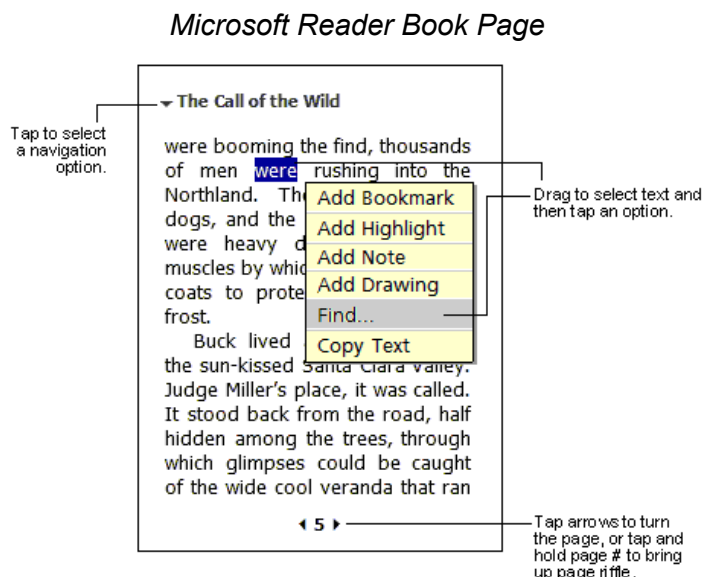


Reading a Book

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 will 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 Pocket PC.

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 colour-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 coloured 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 Pocket PC. 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 Pocket PC, 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 Favourites Folder
- AvantGo Channels

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

- During synchronisation with your desktop computer, download your favourite links and mobile favourites that are stored in the Mobile Favourites subfolder in Internet Explorer on the desktop computer.
- Connect to an Internet Service Provider (ISP) or network and browse the Web directly from your Pocket PC. To do this, you will need an optional modem or network card and you will 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

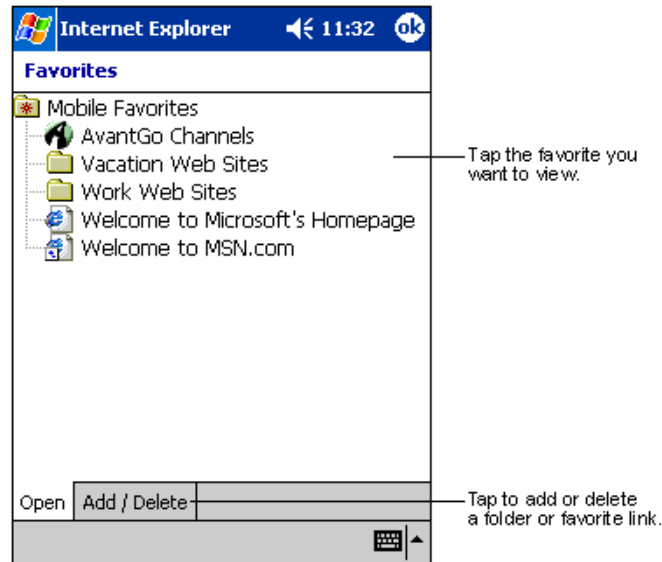
You can use Pocket Internet Explorer to browse mobile favourites and channels that have been downloaded to your Pocket PC without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web.

View Mobile Favourites and Channels

You can easily view mobile favourites and channels with your Pocket PC.

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

Viewing Favourites



You will see the page that was downloaded the last time you synchronised with your desktop computer. If the page is not on your Pocket PC, the favourite is dimmed. You need to synchronise with your desktop computer again to download the page to your Pocket PC, or connect to the Internet to view the page.

Browse the Internet

You can browse the Internet with your Pocket PC. 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 **Favourites** button, and then tap the favourite 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 favourite link while using the Pocket PC, go to the page you want to add, tap and hold on the page and tap **Add to Favourites**.

Mobile Favourites Folder

Only items stored in the Mobile Favourites subfolder in the Favourites folder in Internet Explorer on your desktop computer are synchronised with your Pocket PC. This folder was created automatically when you installed ActiveSync.

Favourite Links

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

Mobile Favourites

If you are using Microsoft Internet Explorer 5.0 or later on your desktop computer, you can download mobile favourites to your Pocket PC. Synchronising mobile favourites 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 favourites quickly.

Creating a Mobile Favourite

Create a mobile favourite as follows:

1. In Internet Explorer on your desktop computer, click on **Tools** and click on **Create Mobile Favourite**.
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 on **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 favourite you just created, in Internet Explorer on the desktop computer, right-click on the mobile favourite and click on **Properties**. In the **Download** tab, specify the number of links deep you want to download. To conserve memory, go only one level deep.

-
6. Synchronise your Pocket PC and desktop computer. Mobile favourites that are stored in the Mobile Favourites folder in Internet Explorer are downloaded to your Pocket PC.

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 Pocket PC. Before synchronising with your Pocket PC, in Internet Explorer on your desktop computer, click on **Tools** and click on **Synchronise**. You will 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 favourites. In Internet Explorer on your desktop computer, click on **View**, click on **Toolbars**, and click on **Customise**.

Saving Pocket PC Memory

Mobile favourites take up storage memory on your Pocket PC. To minimise the amount of memory used:

- In the settings for the Favourites information type in ActiveSync options, turn off pictures and sounds, or stop some mobile favourites from being downloaded to the Pocket PC. For more information, see ActiveSync Help.
- Limit the number of downloaded linked pages. In Internet Explorer on the desktop computer, right-click on the mobile favourite you want to change and click on **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 personalised content and thousands of popular Web sites. You subscribe to AvantGo channels directly from your Pocket PC. Then, you synchronise your Pocket PC and desktop computer, or connect to the Internet to download the content. For more information, visit the AvantGo Web site (avantgo.com).

Sign up for AvantGo

Sign up for the free AvantGo service as follows:

1. In the ActiveSync options on the desktop computer, turn on synchronisation for the AvantGo information type.
2. In Pocket Internet Explorer on your Pocket PC, tap the **Favourites** button to display your list of favourites.
3. Tap the **AvantGo Channels** link.
4. Tap the **Activate** button.
5. Follow the directions on the screen. You will need to synchronise your Pocket PC with your desktop computer and then tap the **My Channels** button to complete the AvantGo Setup.

When synchronisation is complete, tap the **AvantGo Channels** link in your list of favourites 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 Pocket PC 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 Pocket PC 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 Internet Service Provider (ISP) to see if the ISP supports receiving e-mail on your Pocket PC.

- 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 Pocket PC. 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 the Internet” later in this chapter.
- Connect to the network at your company or organisation 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 synchronise 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 synchronise remotely. Once connected, you can synchronise 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 Pocket PC.

Transfer Items Using Infrared

With the Pocket PC, 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 synchronise data with your desktop computer, in place of using the synchronising 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 Pocket PC and the second device so that the IR ports face each other. Position the devices within 5 to 50 centimetres apart. You might want to remove the Pocket PC 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 5 to 50 centimetres apart.
2. Have the owner of the other device send the information to you. Your Pocket PC 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 CF/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



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 Pocket PC does not have a modem, install an optional modem.
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 **Dialling 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 Pocket PC 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 Pocket PC. Instead, you need an Ethernet card and CF/PC Card expansion jacket for your Pocket PC.
2. Obtain a user name, password, and domain name from your ISP.
3. Install the Ethernet card on your Pocket PC. 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, synchronise your Pocket PC, 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.
 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 **Dialling 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 Pocket PC 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.
- Synchronise. 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 Pocket PC. You need an optional Ethernet card and CF/PC Card expansion jacket for your Pocket PC.
2. Get a user name, password, and domain name from your network administrator.
3. Install the Ethernet card on your Pocket PC. 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 synchronise your Pocket PC, tap , and tap **ActiveSync**. In the Tools menu, tap **Options**. In the **PC** tab, select Include PC when synchronising remotely and connect to, and select your computer's name.

Remote synchronisation 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 synchronising 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 Infrared, move the Pocket PC away from the desktop computer.
- When connected via a network (Ethernet) card, remove the card from your Pocket PC.

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 Pocket PC.

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 Pocket PC, 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 Pocket PC. 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: www.microsoft.com/mobile/pocketpc.

If You Have Problems

- Problem Solving
- Hard Reset
- Help Resources

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

If there is a problem, the Pocket PC 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 Pocket PC 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

Problem	What to Do
No display	<ol style="list-style-type: none">1. Press the power button.2. Recharge the battery.3. Check the backlight and brightness settings.4. Soft reset the Pocket PC. If possible, save your data then use the stylus to press and hold in the reset button for several seconds.
Display dark or hard to read	<ol style="list-style-type: none">1. Turn on the backlight.2. Adjust the backlight setting.3. Adjust the brightness setting.4. Use the Zoom tool or Text Size tool to enlarge text.
Unit responds slowly or erratically	<ol style="list-style-type: none">1. Recharge the battery.2. Soft reset the Pocket PC. If possible, save your data then use the stylus to press and hold in the reset button for several seconds.
Unit stops responding or locks up	<ol style="list-style-type: none">1. Soft reset the Pocket PC. If possible, save your data then use the stylus to press and hold in the reset button for several seconds.2. Recharge the battery.3. Hard reset to factory settings (see “Hard Reset” later in this chapter). <p>CAUTION, 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">1. Recharge the battery.2. Use external power as much as possible.3. Shorten the auto-suspend time.4. Adjust the backlight and brightness settings to a lower value.5. Turn off sounds not needed.
Storage or program memory low or unavailable	<ol style="list-style-type: none">1. Close all unnecessary programs and tasks.2. Move data to a storage card.3. Set programs to save to a storage card.4. Remove programs you no longer use.5. Adjust the slider in memory settings allocation.6. Soft reset the Pocket PC.

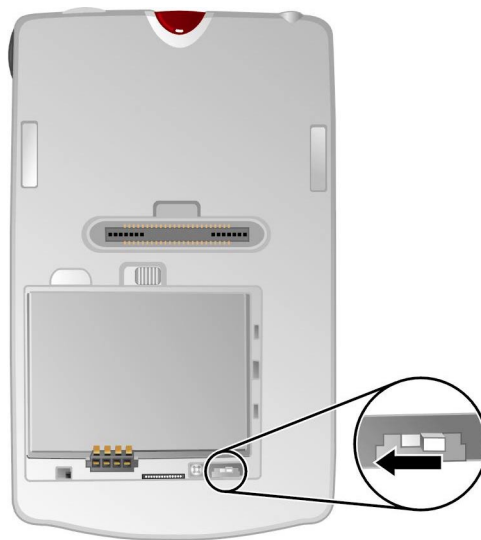
Problem Solving

Problem	What to Do
Touch screen does not respond	1. Calibrate the touch screen (see Chapter 1).
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 Pocket PC is securely seated in the cradle.

Hard Reset

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

1. Disconnect all cables from your Pocket PC.
2. Remove the battery by sliding the battery lock to the left (see “Install and Charge the Battery” in Chapter 1).
3. Slide the hard reset switch to the left.




4. Wait for 1 minute and then slide the switch back to the right.
5. Replace the battery.
6. Press the power button to power on the Pocket PC.
7. Tap the touch screen to start the calibration and activation.

Help Resources

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

Help Resources

Item	Resource
Windows Pocket PC	Windows Pocket PC Help Help file included with Windows Pocket PC. Tap Start on the "Today" screen, tap Help on the "Programs" screen, and tap an item on the "Help Contents" screen. Windows Pocket PC web site www.microsoft.com/mobile/pocketpc/howdoi/default.asp
ActiveSync	ActiveSync Help on your computer 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. ActiveSync Help on your Pocket PC Tap  at the "Today" screen and tap Help on the Navigation Bar. At the "Help Contents" screen, tap Connections . At the "Connections Help" screen, tap a help topic. ActiveSync Help on the Web www.microsoft.com/mobile/pocketpc/howdoi/default.asp
Pocket Word, Excel, Reader, Outlook (Inbox, Calendar, Contacts, Tasks, Notes), Windows Media Player, Internet Explorer	Microsoft Pocket PC Features www.microsoft.com/mobile/pocketpc/bguides/features/mobile_software.asp

Specifications

- System
- Physical
- Environment

The following specifications are standard except where noted.

System Specifications

Display

64K colour, 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

Read Only Memory (ROM)

32 megabytes (MB)

Synchronous Dynamic Random Access Memory (SDRAM)

64 megabytes (MB)

Speaker

One built-in speaker

Infrared (IrDA) Communication

- Data transfer rate - up to 115.2 kb per second
- Distance - 5 to 20 centimetres

Pocket PC I/O Ports

- IrDA port
- Headset jack
- Expansion port
- Power port (DC in)

USB Cradle

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

Card Slots

One Secure Digital (SD)/Multimedia Memory Card (MMC) slot

Backlighting

- Automatic

Power

- 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 50 % (battery low warning)
 - Less than 10 % (battery very low warning)
 - Less than 0 % (battery depleted, unit powers off)

Data Protection

- SDRAM data preserved for 72 hours after battery depleted

Accessories (shipped with Pocket PC)

- Battery
- AC adapter with European and UK converters
- USB cradle
- Stylus (one stored on Pocket PC and one bundled with the cradle)

Physical Specifications

Dimensions (approximate)

- 4.92 in. (h) x 3.02 in. (w) x 0.58 in. (d)
- 125 mm (h) x 76.8 mm (w) x 14.8 mm (d)

Weight (approximate)

- 5.15 oz. (with battery)
- 146 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 - 14° to 140°F (-10° to 60°C)
- Humidity - 20% to 90% (Non condensing)

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Regulatory Information

European Notice

Products with the CE marking comply with both the Electromagnetic Compatibility Directive (89/336/EEC) and the Low Voltage Directive (72/23/EEC) - modified by the Directive 96/68/ECC - issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European Standards:

EN55022: Radio disturbance characteristics

EN55024: Immunity characteristics

EN6100-3-2: Limits for harmonic current emissions

EN6100-3-3: Limitation of voltage fluctuation and flicker in low-voltage supply system

EN60950 : Product Safety

Modifications to the Product

CE Marking

NEC Computers International cannot be held responsible for modifications made by the User and the consequences thereof, which may alter the conformity of the product with the CE Marking.

Radio Frequency Interference

The manufacturer is not responsible for any radio or TV interference caused by unauthorised modifications to this equipment.

Battery Replacement

A Lithium Ion battery in this computer maintains system configuration information. In the event that the battery fails to maintain system configuration information, we recommend that you call your local NEC or Packard Bell dealer. The battery is not user replaceable.

WARNING This unit contains a non-replaceable internal Lithium Ion battery. To reduce the risk of fire or burns, do not disassemble, crush, puncture, or dispose of in fire or water.

Contact your local waste management officials for other information regarding the environmentally sound collection, recycling, and disposal of used batteries.

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