

TOSHIBA Pocket PC e570



TOSHIBA

Pocket PC e570

User's Guide

Introduction

Thank you very much for your purchase of this Toshiba pocket personal computer. Please be sure to read this user's guide before using the Toshiba Pocket PC, and ensure that you are aware of correct handling procedures.

- Please be sure to read "Safety precautions" in this document since these describe important safety issues.
- After reading this document, keep it in a convenient place for future reference.

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Toshiba Pocket PC e570 User's Guide

First edition September 2001

Trademarks




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Safety precautions

- Please read "Safety precautions" outlined here carefully before using the Toshiba Pocket PC and ensure that you are aware of correct handling procedures.
- The precautions stated here provide essential information for the protection of the user and others from possible injury and property damage, and on the safe handling of the product you have purchased.
- Please check that you fully understand the definition of the following messages (signs and graphical symbols) before going on to read the text, and always follow the instructions.

Explanation of signs

Signal words such as WARNING, CAUTION, and NOTE, will be followed by important safety information that must be carefully reviewed.

Icon	Meaning
	Indicates a potentially hazardous situation, which could result in death or serious injury ⁽¹⁾ if you do not follow instructions.
	Indicates a potentially hazardous situation, which if not avoided, can result in minor injury ⁽²⁾ or property damage ⁽³⁾ .
	Gives you helpful information.

*1: Serious injury corresponds to an injury that leaves some after effect, and requires hospital treatment or long term treatment as an outpatient such as blindness, injuries, burns (high temperature, low temperature), electric shock, fractures, poisoning, etc.

*2: Minor injury corresponds to an injury that does not require hospital treatment or long term treatment as an outpatient, that is to say, injuries, burns, electric shock, etc.

*3: Property damage corresponds to the extensive damage with regard to the house structure, household goods, livestock, pets, etc.

Limitation of liability

- Toshiba Corporation is in no way liable for any damage resulting from earthquakes, fire, actions on the part of a third party, other accidents beyond the control of Toshiba Corporation or intentional acts, negligence or misuse on the part of the user or any usage under abnormal conditions.
- Toshiba Corporation is in no way liable for any damage, including but not limited to change or loss of stored data, loss of business profit, lost profits, interruption of business, or lost communication opportunities that are caused by usage or non-usability of this product.
- Toshiba Corporation is in no way liable for any damage resulting from failure to comply with the contents of this user's guide.
- Toshiba Corporation is in no way liable for any damage resulting from malfunction due to usage in combination with connection devices, software, or devices other than those provided by Toshiba Corporation with the product.

Handling the unit (including the built-in batteries)

WARNINGS

- Turn the Toshiba Pocket PC power off in areas where usage is prohibited, such as onboard an aircraft or in a hospital.
Usage in such areas can cause an accident due to negative effects on equipment such as aviation equipment or medical equipment.
- Keep the Toshiba Pocket PC no less than 9 inches away from persons with a heart pacemaker implant when using the device in combination with a mobile phone.
Failure to maintain this distance can cause an accident due to negative effects on the pacemaker at close proximity.
- Do not use the Toshiba Pocket PC when driving a car or while walking.
Usage when driving a car or while walking can cause a traffic accident or injury.
- Do not allow metallic objects, such as staples and clips, to enter inside the Toshiba Pocket PC.
- Do not connect the terminals (metallic parts) with metallic objects.
Entry of, or contact with, foreign objects can cause heat generation.
- If the Toshiba Pocket PC emits an unusual smell or sound, or generates smoke, turn the battery switch to the off position immediately and disconnect the AC adapter from the power outlet.
Please contact the dealer from whom the Toshiba Pocket PC was purchased and request inspection or repair service.
- Do not use or store in the following locations.
 - Locations such as a bathroom where the Toshiba Pocket PC can be subjected to water splashes or conditions of high humidity.
 - Locations where rain, fog, etc. can enter directly.
 - Locations subject to high temperatures, such as near to a fire or heating equipment.
 - Locations exposed to direct sunlight.
 - Inside a tightly closed car under hot sunlight.
The built-in battery can suffer liquid leakage, ignition, or rupture.
- Do not drop the Toshiba Pocket PC or allow the Toshiba Pocket PC to be subjected to any severe shock.
The built-in battery can suffer liquid leakage, ignition, or rupture.
- If the built-in battery leaks liquid, or emits an unusual smell, remove it immediately from the vicinity of any source of fire.
Continued use of the Toshiba Pocket PC under any of these conditions can cause ignition of the leaked liquid, or rupture.

- If liquid leaks from the built-in battery, do not touch it.
If such liquid is allowed to come into contact with the skin, it can cause eye or skin injuries. If the liquid should enter the eyes, irrigate the eyes thoroughly with clean water and immediately seek medical attention. If the liquid should come into contact with the skin or clothing, wash it away immediately with clean water.
- Do not disassemble, remodel or repair.
Disassembly, remodeling, or repair can cause injury.
Please contact the dealer from whom the Toshiba Pocket PC was purchased and request repair service.

CAUTIONS

- When using the Toshiba Pocket PC with the earphone (sold separately) connected to it, do not raise the sound volume level too high.
Raising the sound to high volume levels can impair your hearing ability.
- If the display is broken, and the liquid crystal (liquid) leaks out, do not touch it.
In the event of contact with the skin, the liquid crystal can cause a rash on the skin. If the liquid crystal should come into contact with the skin or clothing, wash it off immediately with clean water.
- Keep the Toshiba Pocket PC out of the reach of infants.
Placing within the reach of infants can cause injury.

Handling AC adapter, power cord, cradle

WARNINGS

- Use only the AC adapter supplied with the Toshiba Pocket PC.
Using an AC adapter other than that supplied can cause smoke or ignition.
- Insert the power plug to a household electric outlet supplying 115V AC.
Inserting the power plug into an outlet of any other supply voltage can cause fire.
- Do not connect or disconnect the power plug with wet hands.
Connecting or disconnecting under these conditions can cause electric shock.
- Do not leave open containers filled with liquid, such as cups, near the AC adapter.
Spilt liquid entering the Toshiba Pocket PC can cause ignition or electric shock.
- Do not use the Toshiba Pocket PC in locations, such as a bathroom, where it will be subjected to liquid splashes.
Exposure to liquid can cause ignition or electric shock.
- If dust is found on or around the pins of the power plug, turn off the Toshiba Pocket PC and disconnect the power plug from the outlet, then wipe off the dust using a dry cloth.
Dust accumulation on the power plug can cause fire due to loss of insulation.

- Do not disassemble, remodel, or repair.
Disassembly, remodeling, or repair can cause fire, electric shock, or injury.
Please contact the dealer from whom the Toshiba Pocket PC was purchased and request repair service.

CAUTIONS

- When unplugging the power plug from the outlet, disconnect the power cord by grasping the power plug itself.
Pulling out the power cord by grasping the cable can cause ignition or electric shock due to cable damage.
- When handling the power cord, observe the following rules.
 - Do not damage the power cord.
 - Do not tamper with the power cord.
 - Do not twist the power cord.
 - Do not forcibly bend the power cord.
 - Do not pull the power cord.
 - Do not overload the power cord.
 - Do not heat the power cord.
 - Do not place it close to heating apparatus.
Failure to do so can cause fire or electric shock.
If you find that the power cord is damaged, please call the dealer from whom the Toshiba Pocket PC was purchased and purchase a new power cord.
- Do not connect terminals (metallic parts) with metallic objects, such as wires.
Connecting the terminals (metallic parts) with metallic objects can cause heat generation or burns.
- Keep the Toshiba Pocket PC out of the reach of infants.
Placing within the reach of infants can cause injury.

NOTES

- Use the Toshiba Pocket PC only in locations with the following ambient environmental conditions.
 - When operating Temperature 32°F to 104°F, Humidity 30% to 80
 - When charging Temperature 41°F to 95°F
- Do not use or store the Toshiba Pocket PC in the following locations.
 - Locations subject to extremely high or low temperatures
 - Dusty locations
 - Locations subject to strong vibration
 Usage or storage in such locations can cause failure, malfunction, or loss of stored data.

- Do not allow the Toshiba Pocket PC to be subjected to sharp temperature changes.
The resulting moisture condensation can cause failure, malfunction, or loss of stored data.
If moisture condensation is generated, use the Toshiba Pocket PC only after allowing it to dry completely.
- When charging the battery, the case of the AC adapter can become warm, but this is not abnormal.
- Disconnect the power plug from the outlet when not in use.
- Avoid inadvertently sitting while the Toshiba Pocket PC is inserted in the back pocket of trousers, etc.
Sitting under these circumstances can cause damage or failure.
- Do not place objects or drop them on top of the Toshiba Pocket PC.
When the Toshiba Pocket PC is placed in a bag containing heavy items, do not allow it to be caught underneath them.
Placing it under these conditions can cause damage or failure.
- Clean the terminals (metallic parts) occasionally with a Q-tip.
Dirty terminals can cause disconnection or poor charging.
- Do not use organic solvents such as benzene or thinner to clean the Toshiba Pocket PC.
Use of these solvents can cause deformation or discoloration.
Wipe dirty parts with a soft dry cloth.
- Do not wipe the display with a wet cloth. Do not touch it with wet hands.
Wiping or touching under these conditions can cause failure or malfunction.
Wipe the display with a soft dry cloth.
- It is recommended that important data stored in the unit should be backed up occasionally via a memory card (sold separately) or personal computer (data transfer with Active Sync).
The following can result in loss of stored data.
 - Misuse of the Toshiba Pocket PC
 - Subjecting the main unit to the effects of static electricity or electric noise
 - Total loss of charge in the built-in battery due to an extended period of non-use
 - Failure or repair servicing of the Toshiba Pocket PC
- Toshiba Corporation is in no way liable for change or loss of stored data resulting from failure or repair of the unit. Please understand this before usage.
- When using the optional "SD memory card", "CompactFlash card", please be sure to read the relevant user's guide and ensure that you are aware of correct handling procedures.

- Do not allow the card to be subjected to any severe shock while connected to the unit. Such shocks can cause damage or failure.
- Do not carry the unit with the card still connected.

Carrying the unit with the card connected can cause loss of the card due to it falling from the unit.

- A lithium ion battery is used as the built-in battery.

Please request the dealer from whom the Toshiba Pocket PC was purchased to replace the built-in battery when this becomes necessary. Lithium ion batteries are recyclable. When you replace your built-in battery, please request that the repair center recycle the battery. Never dispose of the battery with ordinary waste.



The lithium ion battery can explode if not properly replaced, used, handled or disposed of. Dispose of the battery as required by local ordinances or regulations.

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Chapter 1

Getting Started


Welcome

Congratulations on purchasing a Toshiba Pocket PC. Due to the size and capabilities of this Toshiba Pocket PC, you can keep your most important business and personal information up-to-date and close at hand. Microsoft® ActiveSync® increases the power of your Toshiba Pocket PC by allowing you to synchronize the information on your desktop or laptop computer with your Toshiba Pocket PC. Picture yourself in the following situations:

- While walking with a colleague, your cellular phone rings and your manager asks if you two are free this afternoon for an emergency meeting. While your colleague fumbles through his paper organizer, you press a button on your Toshiba Pocket PC and instantly see a list of today's appointments and meetings. You are quickly able to tell your manager your available times. For more information on scheduling appointments and meetings, see Chapter 4.
- You're meeting your friends tonight for dinner and a movie. You download the latest movie information from the Internet to your computer and then synchronize it with your Toshiba Pocket PC. At dinner, you pull out your Toshiba Pocket PC and review your movie options with your friends. For more information on downloading Web pages to your Toshiba Pocket PC, see Chapter 6.
- A Calendar reminder alerts you that it is time to catch the bus. You grab your Toshiba Pocket PC and catch the bus just in time. Because ActiveSync keeps the information on your Toshiba Pocket PC up-to-date, you leisurely review your task list, make notes about the new books and CDs you want to buy, and read and respond to e-mail messages. When you get back to the office, ActiveSync transfers any task changes you made, your notes, and your e-mail message responses to your computer. For more information on ActiveSync, see Chapter 3.

Where to Find Information

This book describes your Toshiba Pocket PC hardware, provides an overview of the programs on your Toshiba Pocket PC, and explains how to connect your Toshiba Pocket PC to a computer, a network, or the Internet. For instructions on setting up your Toshiba Pocket PC and installing ActiveSync, see the Quick Start card. The following table is a guide to additional information to help you use your Toshiba Pocket PC.

For information on:	See this source:
Programs on your Toshiba Pocket PC	This User's Guide and device Help. To view Help, tap  and then Help .
Additional programs that can be installed on the Toshiba Pocket PC	The Toshiba Pocket PC Companion CD.
Connecting to and synchronizing with a computer	The Quick Start card or ActiveSync Help on your computer. To view Help, click Help and then Microsoft ActiveSync Help .
Last-minute updates and detailed technical information	The Read Me files, located in the Microsoft ActiveSync folder on the computer and on the Toshiba Pocket PC Companion CD.
Up-to-date information on your Toshiba Pocket PC	http://www.microsoft.com/mobile/pocketpc

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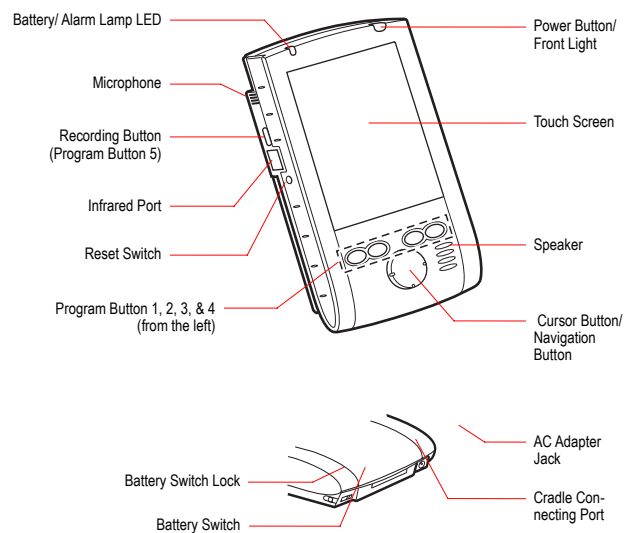
Chapter 2

Basic Skills

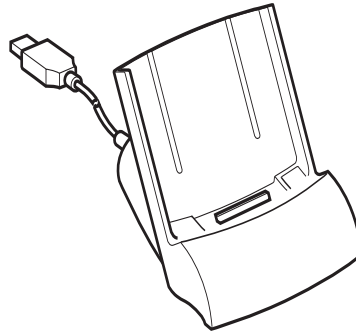
You can easily learn to use your Toshiba Pocket PC. This chapter describes the use and customization of your Toshiba Pocket PC.

Parts Names and Function

Main unit (front view)



The USB Cradle



Initial Setting of Program Button

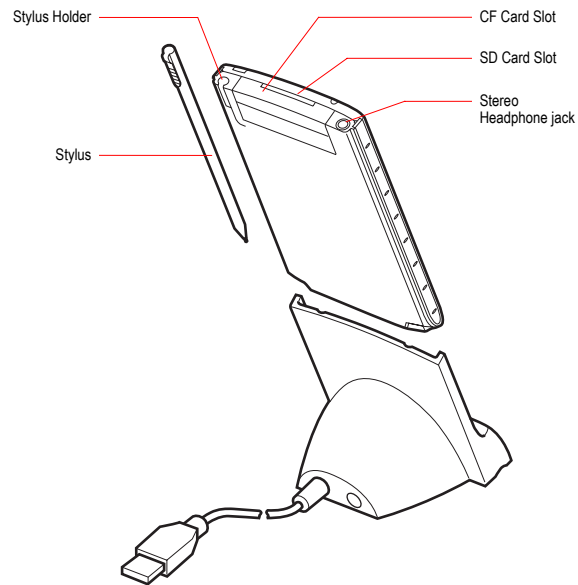
Program button 1 = Calendar

Program button 2 = Tasks

Program button 3 = Home

Program button 4 = Contacts

Program button 5 = Voice recorder

Main unit (back view)**Power Button**

The power button turns the unit and the front light on and off.

Power button	When the power is off	When the power is on
Press it for some time.	The power turns on.	The front light alternately turns on/off.
Press it quickly.	The power turns on.	The power turns off.

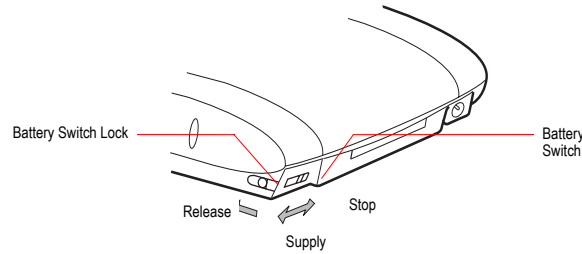
Battery Switch and Battery Switch Lock

The battery switch supplies/cuts off the battery power to the Toshiba Pocket PC.

The setting of this switch at shipment is "stop". When using the Toshiba Pocket PC for the first time, slide this switch to the right (the "supply" side) with the stylus. This switch should be on the "supply" side.

The battery switch lock secures the battery switch to the "supply" side.

Set the battery switch from the "supply" side to the "stop" side while sliding the battery switch lock to the "release" side with the stylus.



Alarm Lamp LED

The alarm lamp indicates the machine condition.

Flashing orange	When the preset alarm time, which was set through Calendar or Tasks , goes off, the lamp starts flashing.
Steady orange	Indicates charging of the built-in battery.
Flashing yellow	The built-in battery charging process is stopped due to the ambient temperature being too high or low. Charge the built-in battery in an ambient temperature of approx. 41°F to 95°F.
Steady green	Indicates full charge of the built-in battery.

How to Use the Stylus

The stylus is used for menu selection or data input on the touch-screen of the Toshiba Pocket PC.

- **Tap:** Touch the screen once with the stylus to open items and select options.
- **Drag:** Hold the stylus on the screen and drag it across 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 pop-up menu that appears, tap the action you want to perform.



When you operate the touch screen of the Toshiba Pocket PC, use the supplied stylus.

If the tip of the stylus is damaged, do not use it. If you operate the touch screen with a damaged stylus or a ballpoint pen, the touch screen may be damaged.

When the stylus is damaged, please purchase a new one.

About the Cursor Button

You can move a cursor (selection display) on the screen by pressing the upper, lower, right or left part of the cursor button.

You can select a program to launch by pressing the center part of the cursor button.



The cursor movement is different depending on the screen. When the cursor is at the right or the left side of the screen, it may not move.

Battery Charging

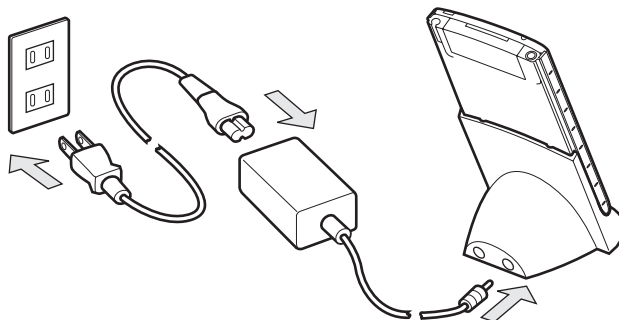
A built-in battery is installed in the Toshiba Pocket PC. When using the Toshiba Pocket PC for the first time, set the battery switch to the supply side, and then charge the built-in battery with the supplied AC adapter.

How to Charge the Battery

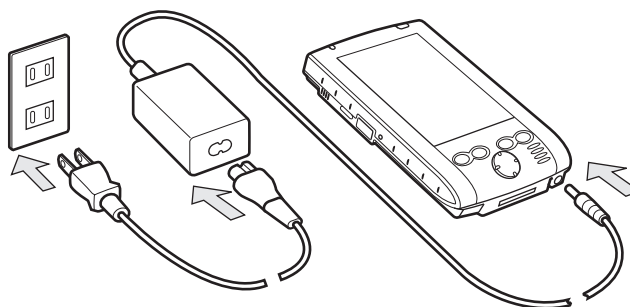
You can use two charging methods.

When you connect the AC adapter and the Toshiba Pocket PC, turn the unit off.

1. Connect the supplied AC adapter and the cradle as shown in the figure below, and then insert the Toshiba Pocket PC into the cradle.



2. Connect the supplied AC adapter and the Toshiba Pocket PC as shown in the figure below.





For charging the built-in battery, maintain an ambient temperature from approx. 41°F to 95°F.

When the lamp is lit in orange during the built-in battery charging, you can use the Toshiba Pocket PC.

When the built-in battery is completely charged, the LED alarm lamp color will change to green.

How to Prolong Battery Life

- Use the Toshiba Pocket PC with the AC adapter.
When you use the Toshiba Pocket PC under the following conditions, the power consumption will be large. Please use the AC adapter when:
 - The Toshiba Pocket PC is operated while connected to your computer.
 - The Toshiba Pocket PC is operated with storage card or with any other optional equipment.
- Select the short power-off time in the setting menu. This will shorten the time the unit will remain on if not used. For more information, see “Customize Your Toshiba Pocket PC” in Chapter 2.
- Turn off the front light.
- Set the screen brightness to power saving mode. Also shorten the light turn-off time. For more information, see “Customize Your Toshiba Pocket PC” in Chapter 2.
- Use the Toshiba Pocket PC with an ambient temperature between 59°F and 77°F. This temperature range is the most effective for the built-in battery.
 - When you use the Toshiba Pocket PC in high or low temperature environments, the operable time is shortened due to the decrease of the built-in battery capacity.

Battery Life

The built-in battery has a limited life. Repeated charging/discharging of the built-in battery gradually decreases operable time. When the operable time has been extremely shortened, it is time to replace the built-in battery with a new one.

- Do not leave the Toshiba Pocket PC in a place of high or low temperature. It may shorten battery life.

Battery Charge Level and Stored Data Protection

If the battery charge level becomes extremely low, or is completely discharged, the memory data stored in the Toshiba Pocket PC will be deleted.

When the low battery status icon or the alarm message appears, immediately connect the AC adapter to the Toshiba Pocket PC and charge the built-in battery.

- The built-in battery gradually discharges even if the device is not being used. When the Toshiba Pocket PC is left for a long time, the built-in battery of the Toshiba Pocket PC may completely discharge.
- It is recommended to save the Toshiba Pocket PC's memory data to your computer or to a storage card.
- The manufacturer is not responsible for data change or clearance due to battery discharge. Please acknowledge that.

Initial Setup

When using the Toshiba Pocket PC for the first time, carry out initial setup according to the procedures below after a built-in battery has been charged.

1. Press the power button to turn the power on. The Welcome screen appears. Tap the screen to start the following setup.
2. Execute touch screen correction.

When the align screen appears, tap the center of the cross target with the stylus. The next target position changes upon tapping the target. Five taps completes the positioning correction. The screen then changes to the Stylus screen.

- If a finger or any other object touches the screen during correction, the correction will be cancelled. Repeat the correction procedure.
3. Read how to use the stylus.
 - Read and understand the stylus operation, and then tap NEXT.



For more information on stylus operation, see "How to Use the Stylus" in Chapter 2.

4. Learn the pop-up menu operation.
 - Read the on-screen explanation and then follow the instructions. Display the pop-up menu, and cut and paste the data according to the screen instructions.
 - After you finish the paste operation, this stage is completed. Tap NEXT.
5. Set the ZONE.
 - When tapping the right ▼ mark, the city and the time zone lists appear. Tap the desired city and time zone.
 - When the setup is completed, tap NEXT.

6. To complete the initial setup.
 - When the Complete screen appears, the initial setup is completed.
 - After tapping the screen, you can use the Toshiba Pocket PC.



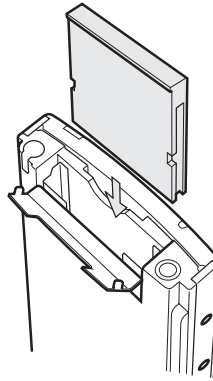
When you tap the Complete screen, the Today screen appears. For more information on the Today screen, see "Today screen" in Chapter 2.

Setup Method of Options

Method of Setting Card into CF Card Slot

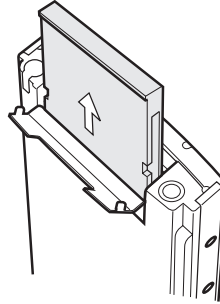
To insert a card:

1. Turn off the power.
2. Open the card cover.
3. Insert the CF card confirming the direction of the card. Line up the side grooves of the card and the groove edge of the card slot.
Insert the card smoothly and completely.
 - When the card is inserted, the power turns on.

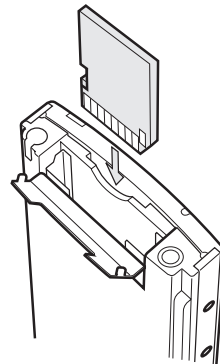


To remove a card:

1. Turn off the power.
2. Open the card cover.
3. Hold the protruding edge of the card, and then pull the card straight out.
 - When the card is removed, the power turns on.

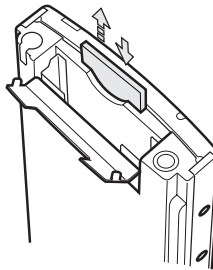
**Method of Setting Card into SD Card Slot****To insert a card:**

1. Turn off the power.
2. Open the card cover.
3. Insert the card with its contact surface (metal contact surface) facing the back of the Toshiba Pocket PC.



To remove a card:

1. Turn off the power.
2. Open the card cover.
3. Lightly press down the card until a clicking sound is heard. The card will pop out slightly from the slot.
4. Pull the card straight up to remove.



When storage cards are inserted in both the CF and SD card slots, one of them may only be accessible depending on the application or the Settings operation (typically, the first storage card inserted is accessed).

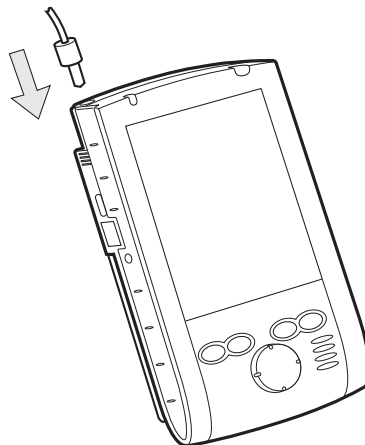
Typical examples:

- *Notes of Pocket Outlook*
- *Saving the destination selection of the Options item of the Tools menu of Pocket Word*

To connect Remote Control-Fitted Earphone Microphone

You can listen to the sound output from your Toshiba Pocket PC by connecting the optional remote control-fitted earphone microphone.

Insert the optional remote control-fitted earphone plug into the stereo headphone jack as shown in the figure below.



Use the specified remote control-fitted earphone. If you use a different type of earphone, it may malfunction.

The connectable pin size of the headphone/earphone is a 3.5 mm mini plug type.

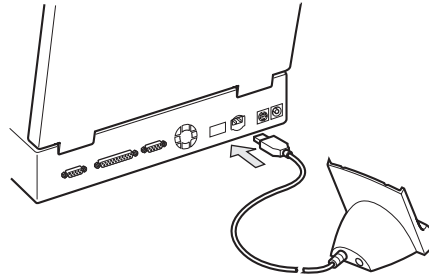
Connecting to a Computer

Before connecting your Toshiba Pocket PC to a computer, check the following.

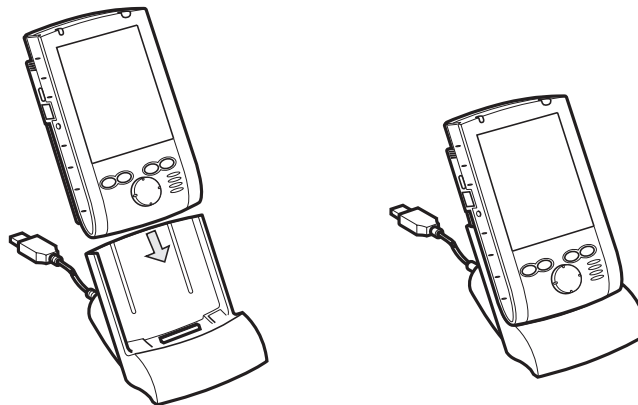
- ActiveSync has been installed on your desktop. (See Chapter 3.)
- The Toshiba Pocket PC and the computer are both turned off.
- The position of connecting port on the computer may differ according to the computer type.

To Connect Using The Supplied USB Cradle:

1. Connect the USB cradle to your computer as shown in the illustration below.



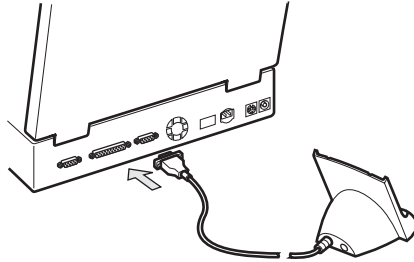
2. Insert the Toshiba Pocket PC into the USB cradle.



- Make sure that the connector on the cradle is inserted into the port on the bottom of the Toshiba Pocket PC. Data cannot be transferred if the connection is not made.
- When your Toshiba Pocket PC is properly inserted into the cradle, your Toshiba Pocket PC will turn on and ActiveSync will open.

To connect using an optional serial cradle:

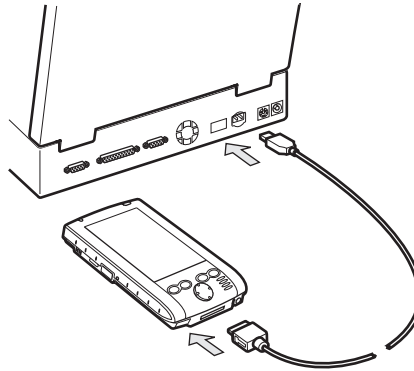
1. Connect the serial cradle to the serial port of the computer.



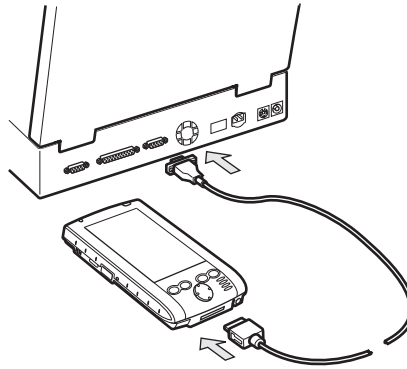
2. Connect the Toshiba Pocket PC to the serial cradle.

To connect directly using an optional connection cable:


Connect the Toshiba Pocket PC directly to your computer using an optional USB cable.

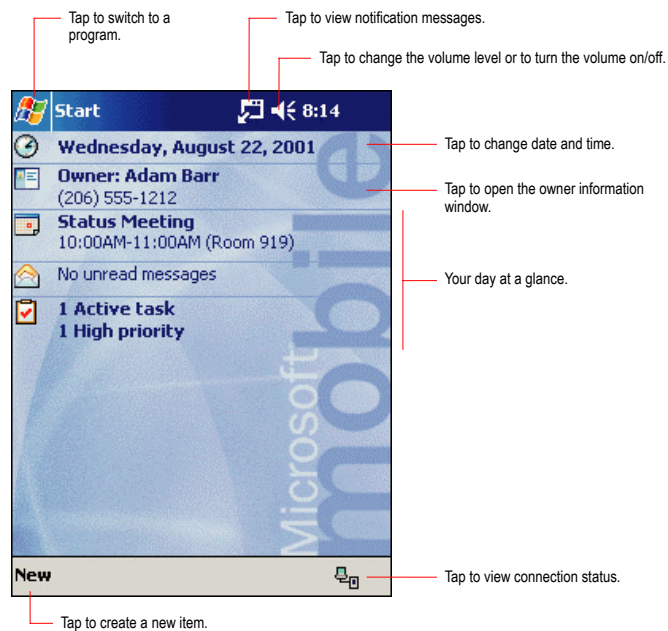


Connect the Toshiba Pocket PC directly to your computer using the optional serial cable.













Today Screen

When you turn on your Toshiba Pocket PC for the first time each day (or after 4 hours of inactivity), you'll see the Today screen. You can also display it by tapping  and then **Today**. On the Today screen, you can see important information for the day.




Following are some of the status icons you may see.



Status Icon	Meaning
	Turns all sounds on and off and changes the volume level
	Batteries are charging
	Batteries are low
	Batteries are very low
	Batteries are full
	Connection is active

Status Icon	Meaning
	Synchronization is beginning or ending
	Synchronization is occurring
	Notification that one or more instant messages were received
	Notification that one or more e-mail messages were received



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

Programs

You can switch from one program to another by selecting it from the  menu. (You can customize which programs you see on this menu. For information, see “Adjusting Settings,” later in this chapter.) To access programs not listed on the drop down menu, tap , **Programs**, then the program name.











You can also switch to certain programs by pressing a program button. Your Toshiba Pocket PC has 5 program buttons located on the front or the side of the Toshiba Pocket PC. The icons on the buttons on the front of the unit identify the programs they activate. Factory set programs are (from left to right) Calendar, Tasks, Home and Contacts. The program button on the side is Notes for voice recording.



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

The 5 program buttons on your Toshiba Pocket PC are programmable to activate other programs than the preset programs.

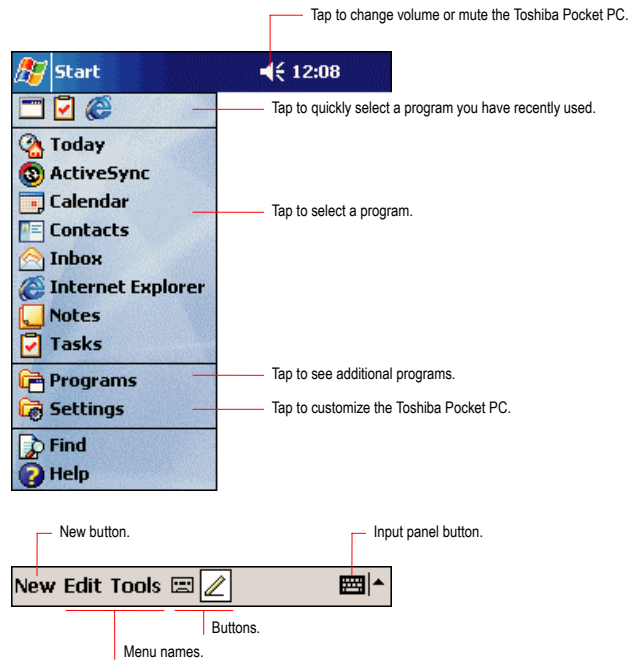
The following table contains a partial list of programs that are on your Toshiba Pocket PC. Look on the Toshiba Pocket PC Companion CD for additional programs that you can install onto your Toshiba Pocket PC.

Icon	Program	Description
	ActiveSync	Synchronize information between your Toshiba Pocket PC and computer.
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your personal and professional contacts.
	Inbox	Send and receive e-mail messages.
	Pocket Internet Explorer	Browse Web and WAP sites, and download new programs and files from the Internet.
	Notes	Create handwritten or typed notes, drawings, and recordings.
	Tasks	Keep track of your tasks.
	Pocket Excel	Create Excel spreadsheet or view and edit Excel spreadsheet created on your computer.
	MSN Messenger	Send and receive instant messages with your MSN Messenger contacts.
	Pocket Word	Create new documents or view and edit Word documents created on your computer.

Navigation Bar and Command Bar

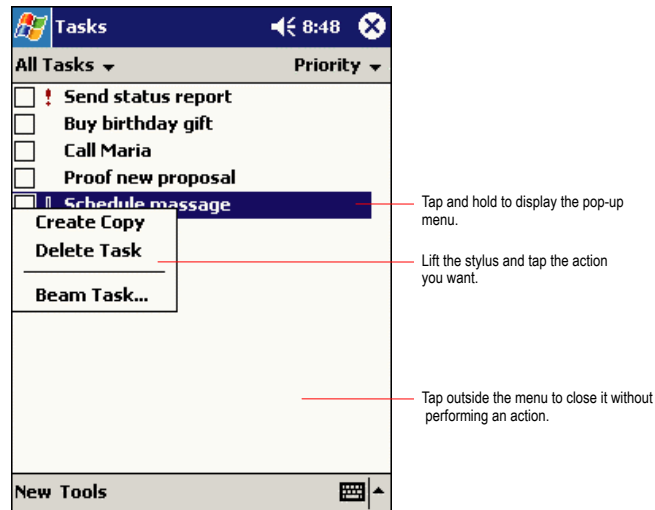
The navigation bar is located at the top of the screen. It displays the active program and current time, and allows you to switch to programs and close screens.

Use the command bar at the bottom of the screen to perform tasks in the open program. The command bar includes menu names, buttons, and the Input Panel button. To create a new item in the current program, tap **New**. To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.



Pop-up Menus

With pop-up menus, you can quickly choose an action for an item. For example, you can use the pop-up menu in the contact list to quickly delete a contact, make a copy of a contact, or send an e-mail message to a contact. The actions in the pop-up menus vary from program to program. To access a pop-up menu, tap and hold the stylus on the item name that you want to perform the action on. A red circle will appear, and then the pop-up menu will appear. When the menu appears, lift the stylus, and tap the action you want to perform. Or tap anywhere outside the menu to close the menu without performing an action.



Notifications

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

- A message box appears on the screen.
- A sound, which you can specify, is played.
- A light flashes on your Toshiba Pocket PC.

To choose reminder types and sounds for your Toshiba Pocket PC, tap  and then **Settings**. In the **Personal** tab, tap **Sounds & Notifications**. The options you choose here apply throughout the Toshiba Pocket PC.

Enter Information on Your Toshiba Pocket PC

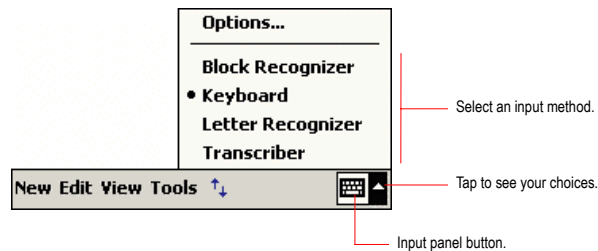
You have several options for entering new information:

- Use the input panel to enter typed text by using the soft keyboard or other input method.
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into your Toshiba Pocket PC microphone to record a message.
- Use Microsoft® ActiveSync® to synchronize or copy information from your computer to your Toshiba Pocket PC. For more information on ActiveSync, see ActiveSync Help on your computer.

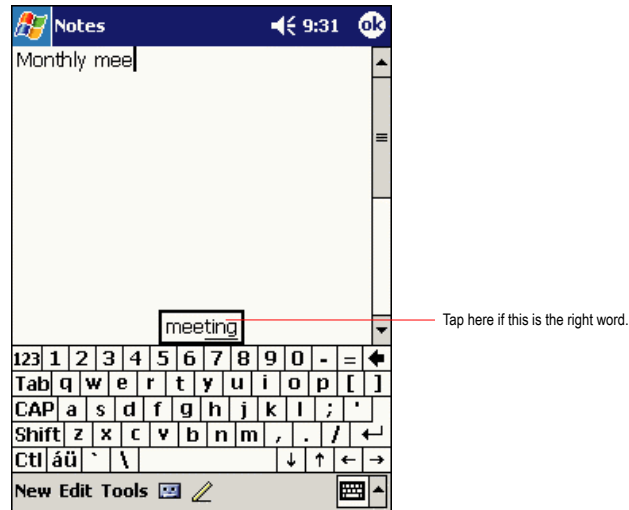
Entering Text Using the Input Panel

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

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



When you use the input panel, your Toshiba Pocket PC anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your Toshiba Pocket PC, the more words it learns to anticipate.



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

To type with the soft keyboard:

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

To use Letter Recognizer:

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

1. Tap the arrow next to the Input Panel button and then **Letter Recognizer**.
2. Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Letter Recognizer, with Letter Recognizer open, tap the question mark next to the writing area.

To use Block Recognizer:

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

1. Tap the arrow next to the Input Panel button and then **Block Recognizer**.
2. Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Block Recognizer, with Block Recognizer open, tap the question mark next to the writing area.

To use Transcriber:

With Transcriber you can write anywhere on the screen using the stylus just as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence or more of information. Then, pause and let Transcriber change the written characters to typed characters.

1. Tap the arrow next to the Input Panel button and then **Transcriber**.
2. Write anywhere on the screen.

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

To select typed text:

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

- Drag the stylus across the text you want to select.

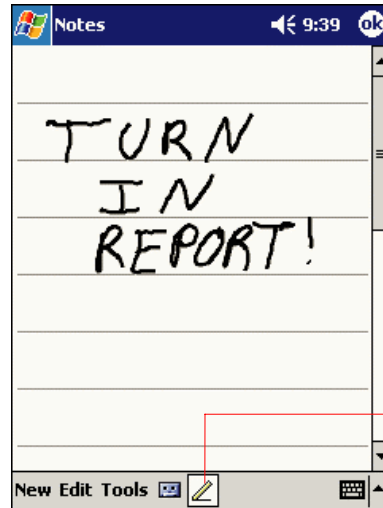
You can cut, copy, and paste text by tapping and holding the selected words and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu.

Writing on the Screen

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

To write on the screen:

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



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



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

To select writing:

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

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

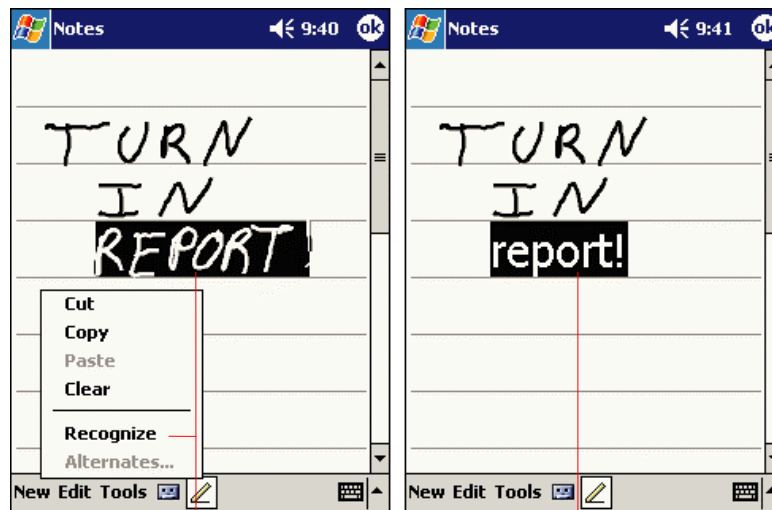
If you accidentally write on the screen, tap **Tools**, then **Undo** and try again. You can also select text by tapping the Pen button to deselect it and then dragging the stylus across the screen.

You can cut, copy, and paste written text in the same way you work with typed text: tap and hold the selected words and then tap an editing command on the pop-up menu, or tap the command on the **Edit** menu.

To convert writing to text:

- Tap **Tools** and then **Recognize**.

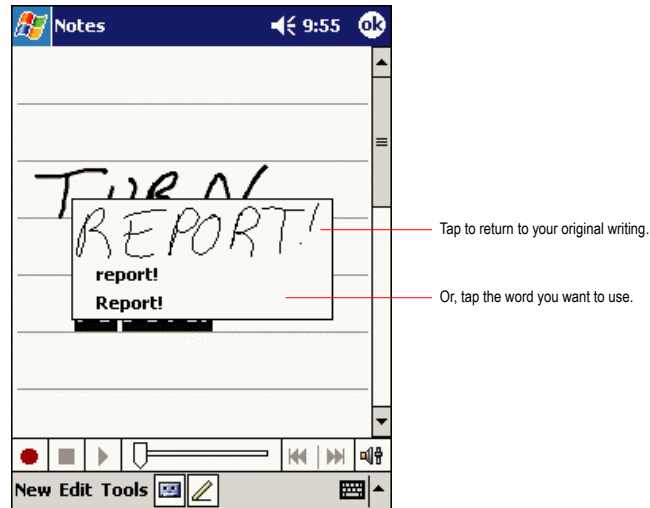
If you want to convert only certain words, select them before tapping **Recognize** on the **Tools** menu (or tap and hold the selected words and then tap **Recognize** on the pop-up menu). If a word is not recognized, it is left as writing.



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

The writing is turned into text.

If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing. To do so, tap and hold the incorrect word (tap one word at a time). On the pop-up menu, tap **Alternates**. A menu with a list of alternate words appears. Tap the word you want to use, or tap the writing at the top of the menu to return to the original writing.



Tips for getting good recognition:

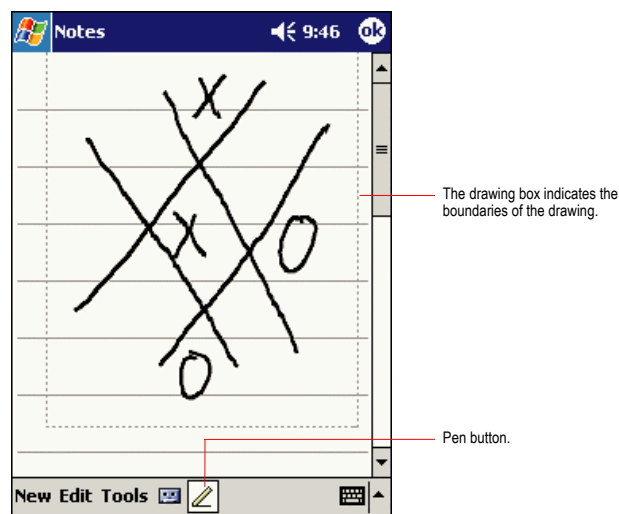
- Write neatly.
- Write on the lines and draw descenders below the line. Write the cross of the “t” and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the **Tools** menu.
- Write the letters of a word closely and leave big gaps between words so that the Toshiba 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 recognize the word, the writing you add will not be included if you attempt to recognize the writing again.

Drawing on the Screen

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

To create a drawing:

- Cross three ruled lines on your first stroke. A drawing box appears. Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines will be treated as writing.



You may want to change the zoom level so that you can more easily work on or view your drawing. Tap **Tools** and then a zoom level.

To select a drawing:

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

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

You can cut, copy, and paste selected drawings by tapping and holding the selected drawing and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu. To resize a drawing, make sure the **Pen** button is not selected, and drag a selection handle.

Recording a Message

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

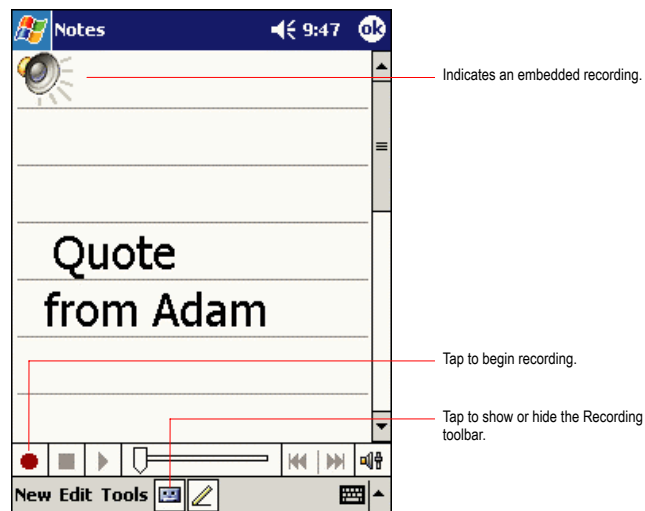
To create a recording:

1. Hold your Toshiba Pocket PC's microphone near your mouth or other source of sound.
2. Press and hold the Record button on your Toshiba 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 will sound. The new recording appears in the note list or as an embedded icon.



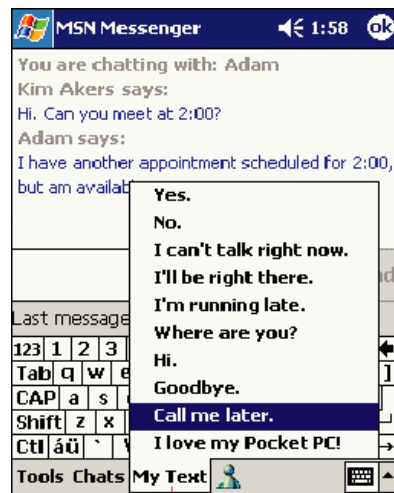
You can also make a recording by tapping the Record button on the Recording toolbar.

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



Using My Text

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.



Tap to select a prewritten message.




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

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


Find and Organize Information

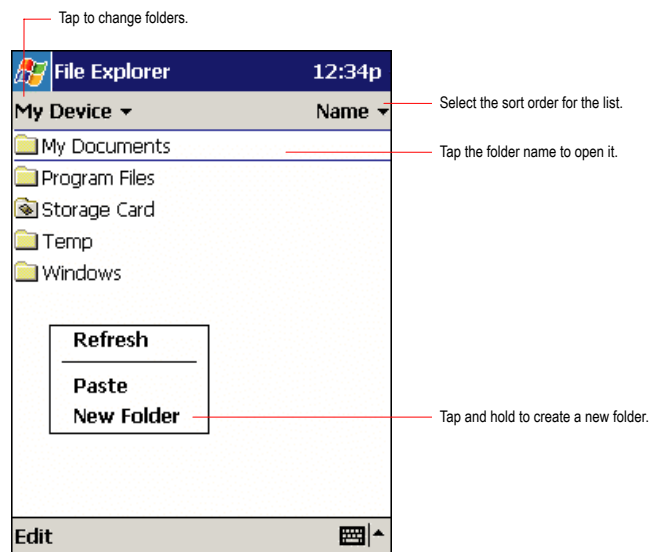
The Find feature on your Toshiba Pocket PC helps you quickly locate information.

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



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

You can also use the File Explorer to find files on your Toshiba Pocket PC and to organize these files into folders. On the  menu, tap **Programs**, and then **File Explorer**.




You can move files in File Explorer by tapping and holding the item you want to move, and then tapping **Cut** or **Copy** and **Paste** on the pop-up menu.

Customize Your Toshiba Pocket PC

You can customize your Toshiba Pocket PC by adjusting the settings and installing additional software.

Adjusting Settings

You can adjust device settings to suit your preferences. To see available options, tap  **Settings**, then the **Personal** or **System** tab located at the bottom of the screen.

You might want to adjust the following:

- Adding or Removing Programs
- Password
- Front Light
- Power
- Memory

Adding or Removing Programs

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


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




*If you update ROM programs using special installation programs with a *.xip extension, do not use the backup data which you made before updating ROM programs.*

To add programs using ActiveSync:


You'll need to install the appropriate software for your Toshiba Pocket PC on your computer before installing it on your Toshiba Pocket PC.

1. Determine your Toshiba Pocket PC and processor type so that you know which version of the software to install. Tap  and then **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 computer (or insert the CD or disk that contains the program into your computer). You may see a single *.xip, *.exe, or *.zip file, a Setup.exe file, or several versions of files for different Toshiba Pocket PC types and processors. Be sure to select the program designed for the Toshiba Pocket PC and your Toshiba 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 Toshiba Pocket PC and computer.
5. Double-click the *.exe file.
 - If the file is an installer, the installation wizard will begin. Follow the directions on the screen. Once the software has been installed on your computer, the installer will automatically transfer the software to your Toshiba Pocket PC.
 - 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 Toshiba 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 Toshiba Pocket PC. For more information on copying files using ActiveSync, see ActiveSync Help.


Once installation is complete, tap , **Programs**, and then the program icon to switch to it.


To add a program directly from the Internet:

1. Determine your Toshiba Pocket PC and processor type so that you know which version of the software to install.
Tap  and then **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 Toshiba Pocket PC straight from the Internet using Pocket Internet Explorer. You may 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 Toshiba Pocket PC and your Toshiba 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 will begin. Follow the directions on the screen.


For more information see Ch.7 Getting Connected.

To add a program to the Start menu:

Tap , **Settings, Menus**, the **Start Menu** tab, and then the check box for the program. If you do not see the program listed, you can either use File Explorer on the Toshiba Pocket PC to move the program to the Start Menu folder or use ActiveSync on the computer to create a shortcut to the program and place the shortcut in the Start Menu folder.

- **Using File Explorer on the Toshiba Pocket PC:** Tap , **Programs, File Explorer**, and locate the program (tap the folder list, labeled **My Documents** by default, and then **My Device** to see a list of all folders on the Toshiba 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 will now appear on the  menu. For more information on using File Explorer, see "Find and Organize Information," earlier in this chapter.

- **Using ActiveSync on the computer:** Use the Explorer in ActiveSync to explore your Toshiba Pocket PC files and locate the program. Right-click the program, and then click **Create Shortcut**. Move the shortcut to the Start Menu folder in the Windows folder. The shortcut now appears on the  menu. For more information, see ActiveSync Help.


To remove programs

- Tap  and then **Settings**. On the **System** tab, tap **Remove Programs**.

If the program does not appear in the list of installed programs, use File Explorer on your Toshiba Pocket PC to locate the program, tap and hold the program, and then tap **Delete** on the pop-up menu.

Setting Password

You can protect data or settings from a third person by setting a password, which is requested when turning power on.

1. Tap  and then **Settings**. On the **Personal** tab, tap **Password**.
2. Select the type of password you would like to use.
3. Enter a password and tap **OK**.
4. Tap **YES** on the confirmation screen. The password is saved and the screen returns to the **Personal** tab screen




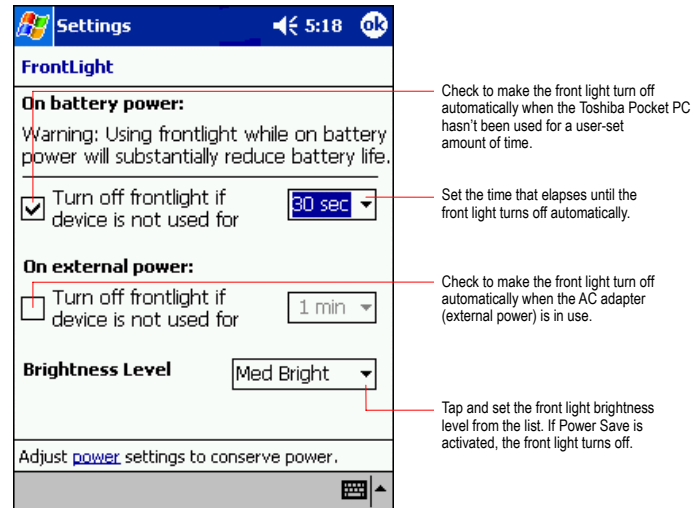
*If you tap **YES** on the confirmation screen to return to the **Personal** tab screen, it becomes necessary to enter the password even for displaying the Password setting screen.*

In case you forget the password, it is necessary to initialize the Toshiba Pocket PC. Please note that when initialization is executed, data or settings stored in the Toshiba Pocket PC are all deleted.

To Set Front Light

You can set the screen brightness for better sight according to a place of use. You can also set the time that elapses until the front light turns off automatically after the last operation.


1. Tap  and then **Settings**. On the **System** tab, tap **Front Light**.
2. Set the Front Light.

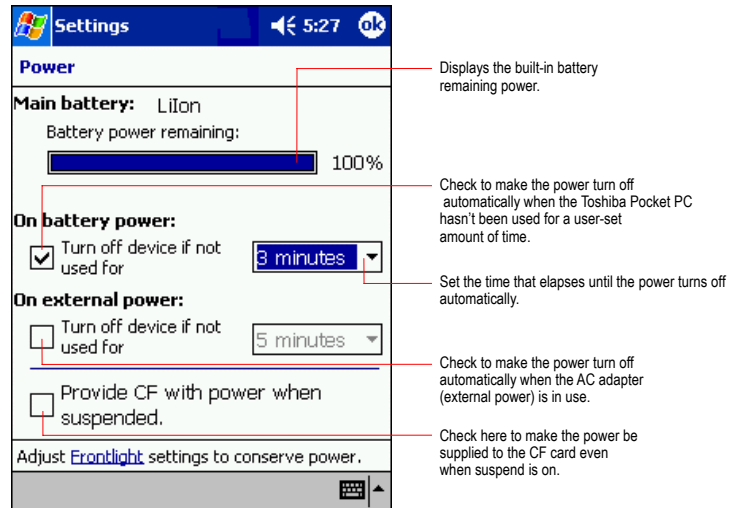


3. When finished, tap **OK** to return to the System tab screen.

Setting Power

You can set to confirm the remaining battery power and the time that elapses until the power turns off after the last operation.

1. Tap  and then **Settings**. On the **System** tab, tap **Power**.
2. Set the Power.




3. When finished, tap **OK** to return to the System tab screen.

Setting Memory

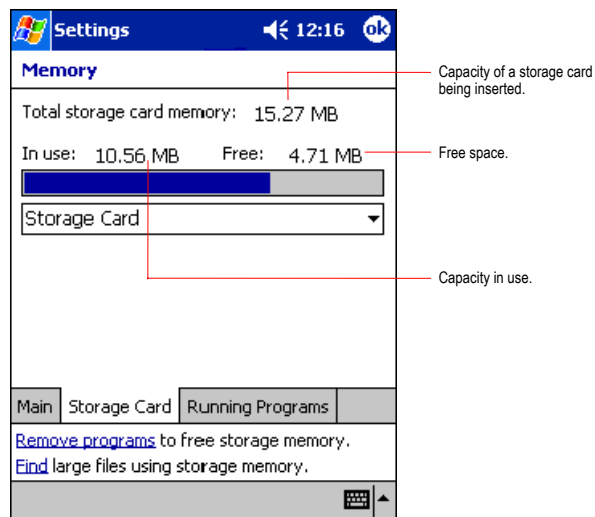
You can adjust the data storing memory and the program running memory. You can also confirm the free space of a storage card and so on. Memory for the Toshiba Pocket PC is managed automatically.

To change Memory allocation:

1. Tap  and then **Settings**. On the **System** tab, tap **Memory** to display the Memory setting screen.
2. Drag the knob left to right to adjust the memory allocation between Storage and Program.
3. When finished, tap **OK** to return to the System tab screen.

To confirm usage status of a storage card:

1. Tap **Storage card** tab on the Memory setting screen.



2. When finished, tap **OK** to return to the System tab screen.



If storage cards are inserted both in the CF card slot and the SD card slot, the usage status is displayed only for the card inserted first.

To release memory:

If memory is running short of its capacity, i.e., error message display, the following methods are available to release the memory.

- Transfer data to a storage card and delete them from the Toshiba Pocket PC.
- Delete unnecessary files.
- Quit a program in execution.
- Delete a program not in use.



For more information on detailed operation method or the memory release method other than the above, see online help.

Chapter 3

Microsoft ActiveSync

Using Microsoft® ActiveSync®, you can synchronize the information on your computer with the information on your Toshiba Pocket PC. Synchronization compares the data on your Toshiba Pocket PC with your computer and updates both computers with the most recent information. For example:

- Keep Pocket Outlook data up-to-date by synchronizing your Toshiba Pocket PC with Microsoft Outlook data on your computer.
- Synchronize Microsoft Word and Microsoft Excel files between your Toshiba Pocket PC and computer. Your files are automatically converted to the correct format.



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


With ActiveSync, you can also:

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

Before you begin synchronization, install ActiveSync on your computer from the Toshiba Pocket PC Companion CD. For more information on installing ActiveSync, see your Quick Start card. ActiveSync is already installed on your Toshiba Pocket PC.

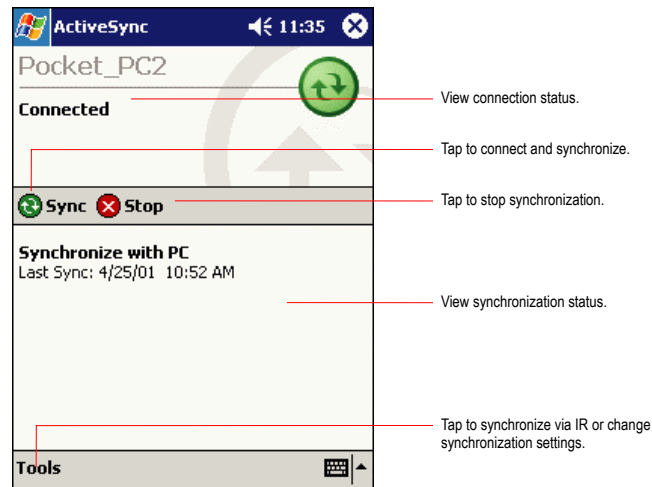
After installation is complete, the ActiveSync Setup Wizard helps you connect your Toshiba Pocket PC to your computer, set up a partnership so you can synchronize information between your Toshiba Pocket PC and your computer, and customize your synchronization settings. Your first synchronization process will automatically begin when you finish using the wizard.

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

Once you have set up ActiveSync and completed the first synchronization process, you can initiate synchronization from your Toshiba Pocket PC. To switch to ActiveSync on your Toshiba Pocket PC, tap , and then tap **ActiveSync**.

Note that if you have a wireless LAN card, you can synchronize remotely from your Toshiba Pocket PC.

For information about using ActiveSync on your computer, start ActiveSync on your computer, and then see ActiveSync Help.




Chapter 4

Microsoft Pocket Outlook

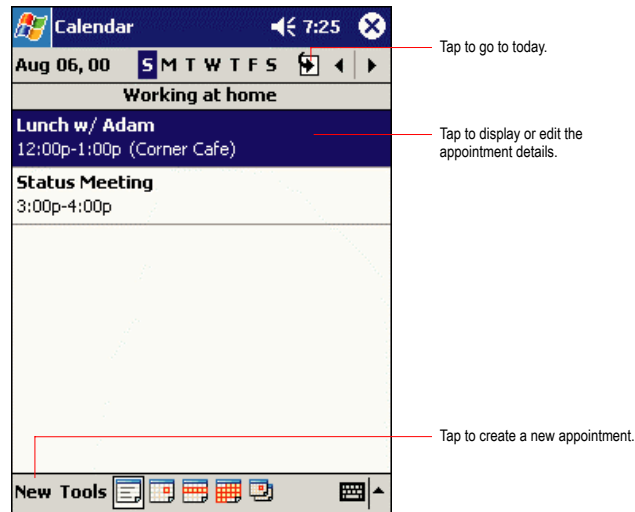
Microsoft® Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, e-mail addresses stored in Contacts can be used to address e-mail messages in Inbox.

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

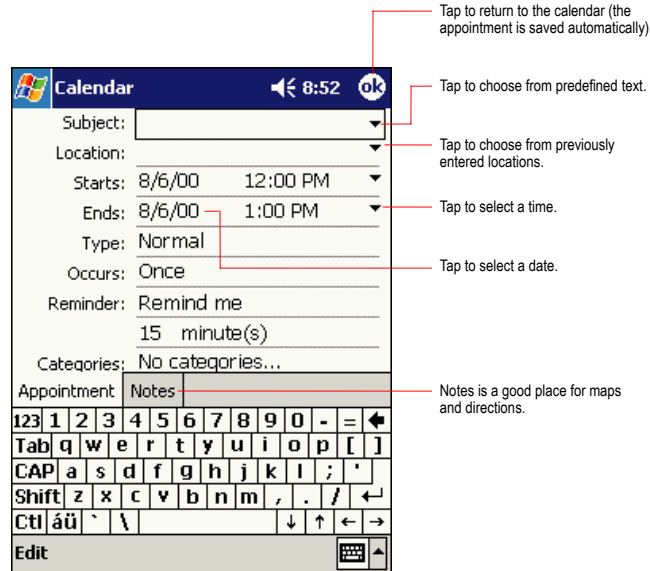
Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and easily switch views by tapping one of the 5 view icons at the bottom of the screen or by pressing the Calendar Program (button #1 on front of Toshiba Pocket PC).



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

To create an appointment:

If you are in Day or Week view, tap the desired date and time for the appointment.

1. Tap New.

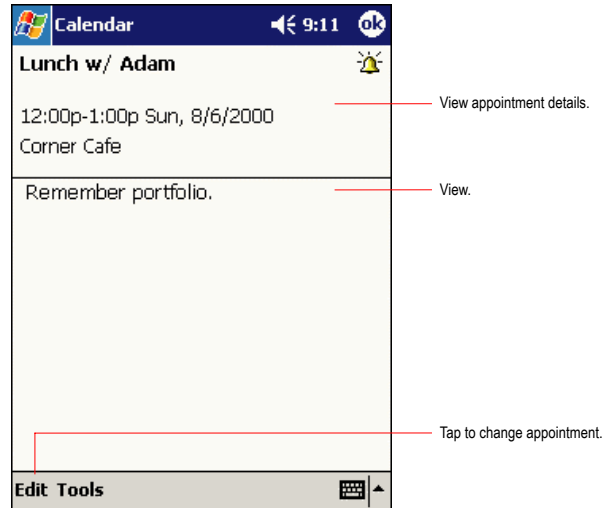
2. Using the input panel, enter a description and a location. Tap first to select the field.
3. If needed, tap the date and time to change them.
4. Enter other desired information. You will need to hide the input panel to see all available fields.
5. To add notes, tap the **Notes** tab. You can enter 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 calendar.



*If you select **Remind me** in an appointment, your Toshiba Pocket PC will remind 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**.



Creating Meeting Requests

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

To schedule a meeting:

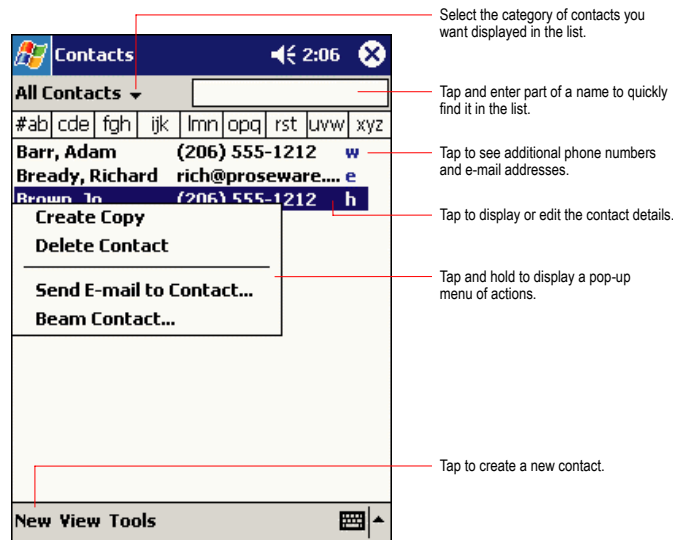
1. Create an appointment.
2. In the appointment details, hide the input panel, and then tap **Attendees**.
3. From the list of e-mail addresses you've entered in Contacts, select the meeting attendees.

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

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

Contacts: Tracking Friends and Colleagues

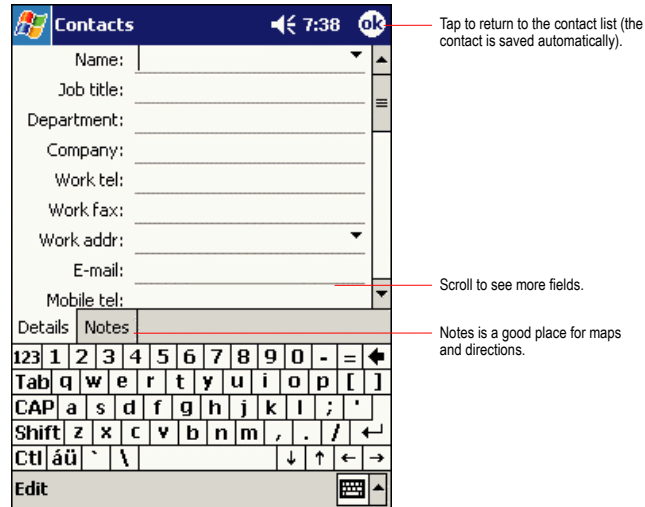
Contacts maintains a list of your friends and colleagues so that you can easily find the information you're looking for, whether you're at home or on the road. Using the Toshiba Pocket PC infrared (IR) port, you can quickly share Contacts information with other device users.



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

To create a contact:


1. Tap **New**.



2. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.
3. To assign the contact to a category, scroll to and tap **Categories** and select a category from the list. In the contact list, you can display contacts by category.
4. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing Thoughts and Ideas," later in this chapter.
5. When finished, tap **OK** to return to the contact list.

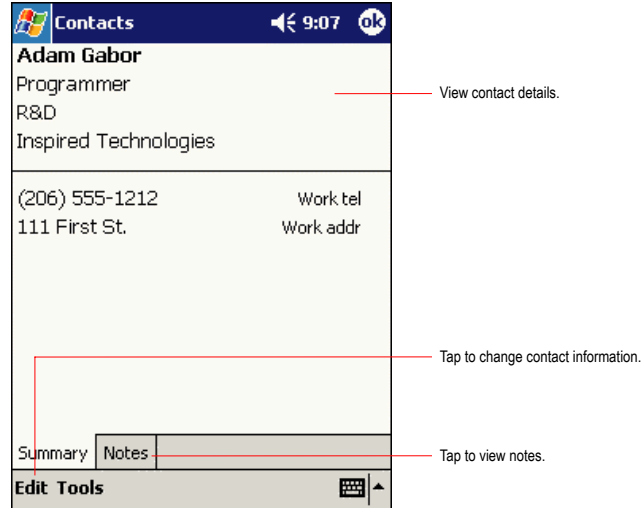
Finding a contact

There are four ways to find a contact:

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

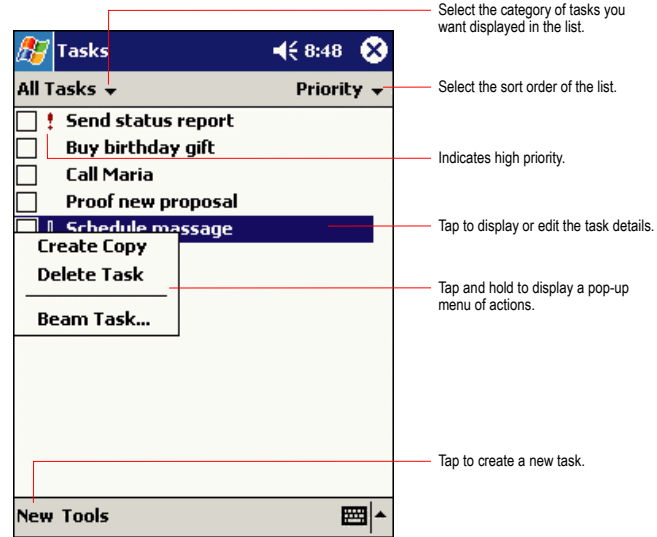
Using the Summary Screen

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



Tasks: Keeping a To Do List

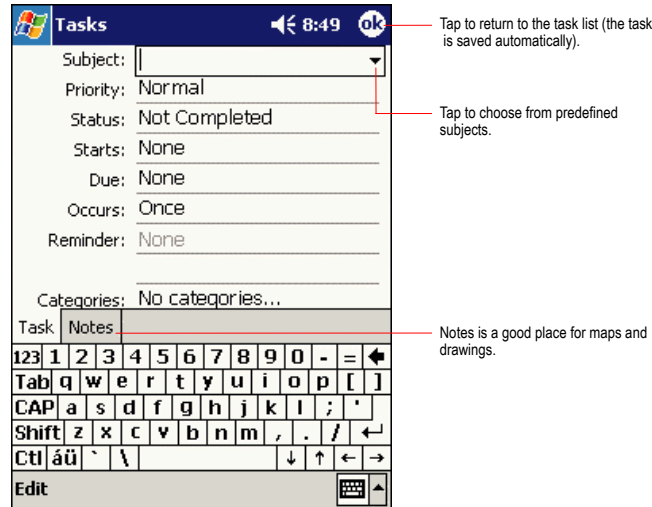
Use Tasks to keep track of what you have to do.



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

To create a task:

1. Tap **New**.



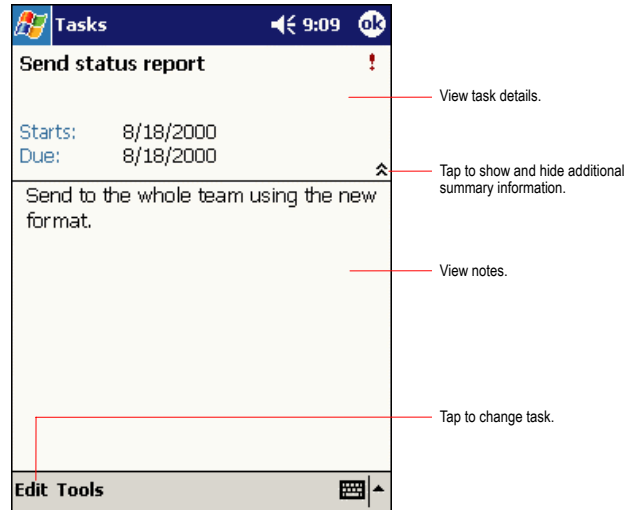
2. Using the input panel, enter a description.
3. You can enter a start date and due date or enter other information by first tapping the field. If the input panel is open, you will need to hide it to see all available fields.
4. To assign the task to a category, tap **Categories** and select a category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



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

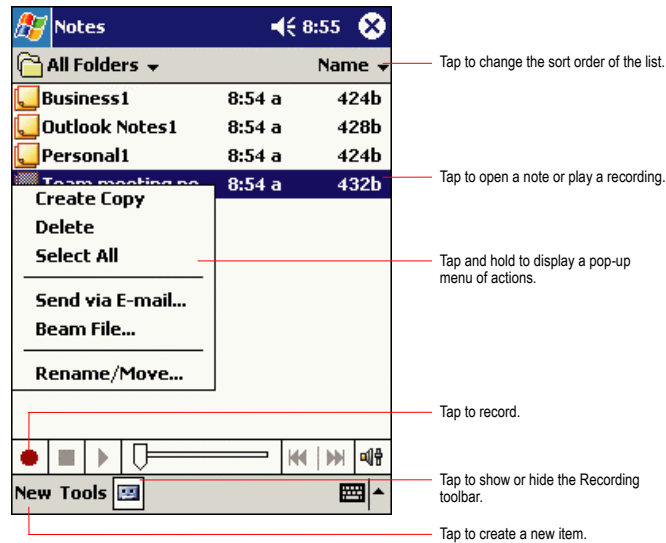
Using the Summary Screen

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



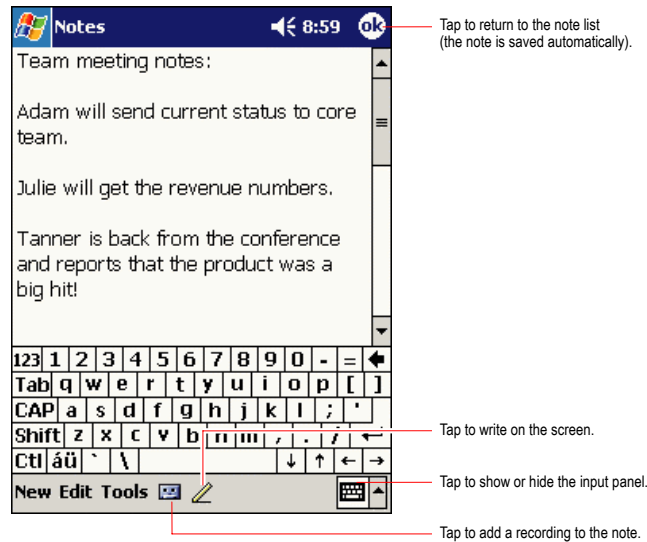
Notes: Capturing Thoughts and Ideas

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 will be included in the note as an icon. If the note list is displayed, it will be created as a stand-alone recording.



To create a note:

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 Messages**

Use Inbox to send and receive e-mail messages in either of these ways:

- Synchronize e-mail messages with Microsoft Exchange or Microsoft Outlook on your computer.
- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network.

Synchronizing E-mail Messages

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

During synchronization:

- Messages are copied from the mail folders of Exchange or Outlook on your computer to the ActiveSync folder in Inbox on your Toshiba Pocket PC. By default, you will receive messages from the past five 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 Toshiba 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 computer in order to be transferred.



You can also synchronize e-mail messages with your computer from a remote location. For more information, see Chapter 7.

Connecting Directly to an E-mail Server

In addition to synchronizing e-mail messages with your computer, you can send and receive e-mail messages by connecting to an e-mail server using a modem or your wireless phone connected to your Toshiba Pocket PC. You'll need to set up a remote connection to a network or an ISP, and a connection to your e-mail server. For more information, see Chapter 7.

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

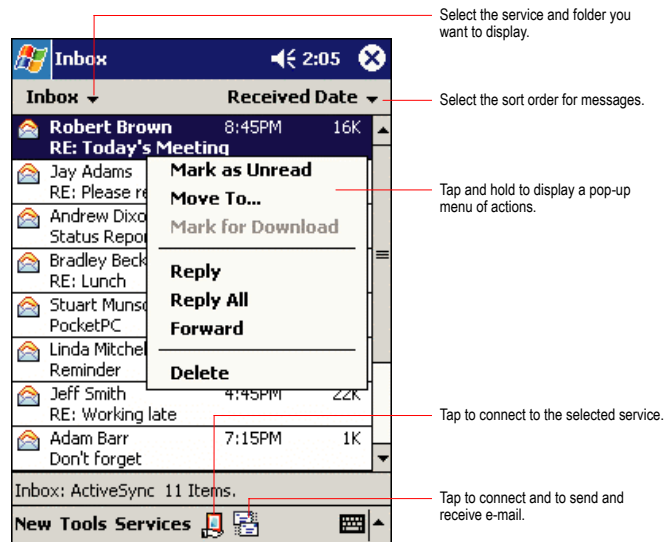
Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your computer. When you delete a message on your Toshiba Pocket PC, it is also deleted from the e-mail server the next time you connect based on the settings you selected in ActiveSync.

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 Toshiba Pocket PC.

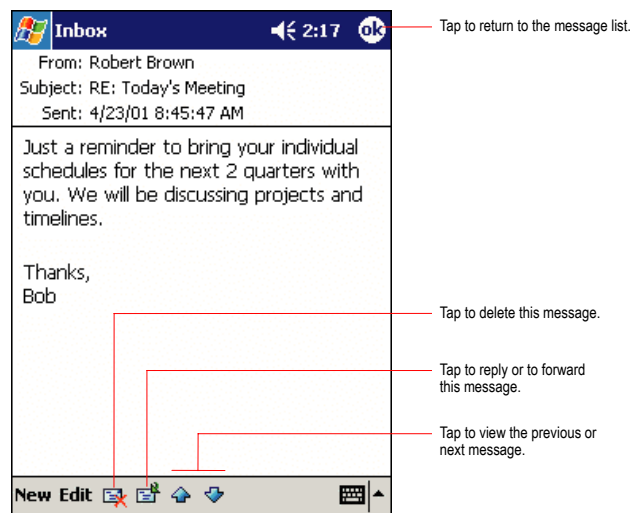
When working offline, once you've downloaded new message headers or partial messages, you can disconnect from the e-mail server and then decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you've marked for retrieval and sends the messages you've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

Using the Message List

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



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



When you connect to your e-mail server or synchronize with your computer, by default, you'll receive messages from the last five 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 computer.

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

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

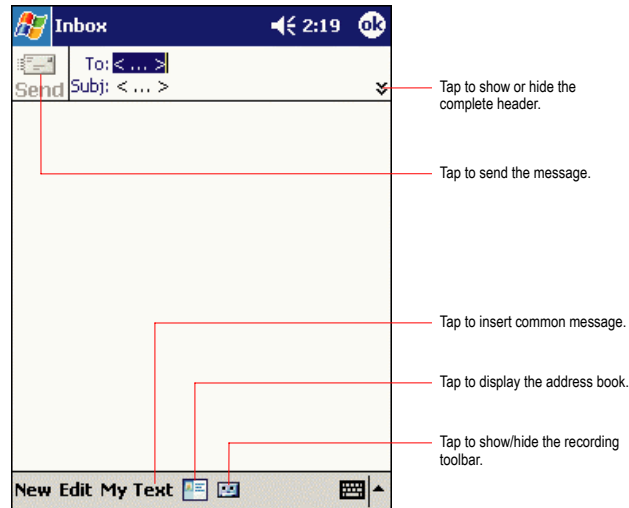
- Change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help.
- Change options for direct e-mail server connections in Inbox on your Toshiba Pocket PC. Tap **Tools** and then tap **Options**. On the **Service** tab, tap the service you want to change.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

Composing Messages

To compose a message:

1. Tap **New**.
2. In the **To** field, enter an e-mail 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.



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

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 have been deleted on the Toshiba Pocket PC. The behavior of the Deleted and Sent Items folders depends on the options you have chosen. In the message list, tap **Tools** and then **Options**. On the **Message** tab, select your options.

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

Folder behavior with a direct connection to an e-mail server


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

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

Chapter 5

Companion Programs

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

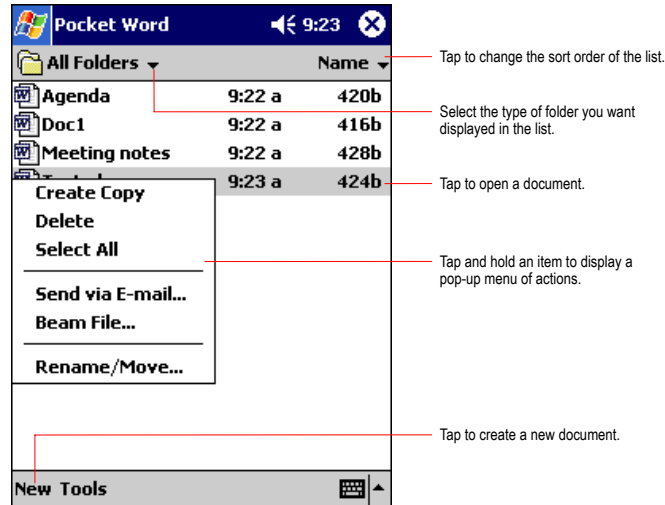
To switch to a companion program on your Toshiba Pocket PC, tap **Programs** on the  menu, and then tap the program name.

Pocket Word

Pocket Word works with Microsoft Word on your computer to give you easy access to copies of your documents. You can create new documents on your Toshiba Pocket PC, or you can copy documents from your computer to your Toshiba Pocket PC. Synchronize documents between your computer and your Toshiba 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, **Programs, Pocket Word**, and then **New**. A blank document appears. Or, if you've selected a template for new documents in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one document at a time; when you open a second document, you'll be asked to save the first. You can save a document you create or edit in a variety of formats, including Word (.doc), Pocket Word (.psw), Rich Text Format (.rtf), and Plain Text (.txt).

Pocket Word contains a list of the files stored on your Toshiba 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.



You can enter information in Pocket Word in one of four modes (typing, writing, drawing, and 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.



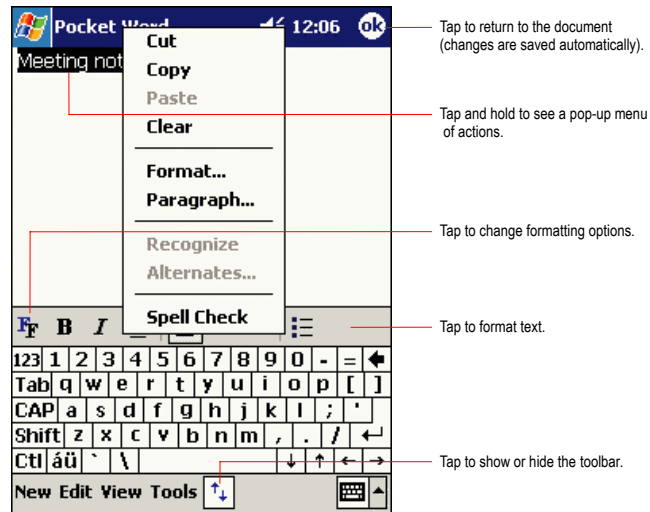
*You can change the zoom magnification by tapping **View** and then **Zoom**. Then select the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document.*

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

Typing Mode

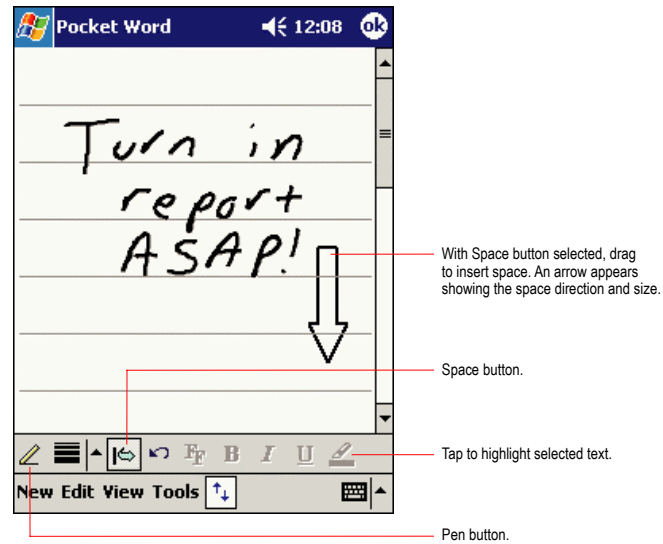
Using the input panel, enter typed text into the document. For more information on entering typed text, see Chapter 2.

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 then **Find/Replace**.



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.

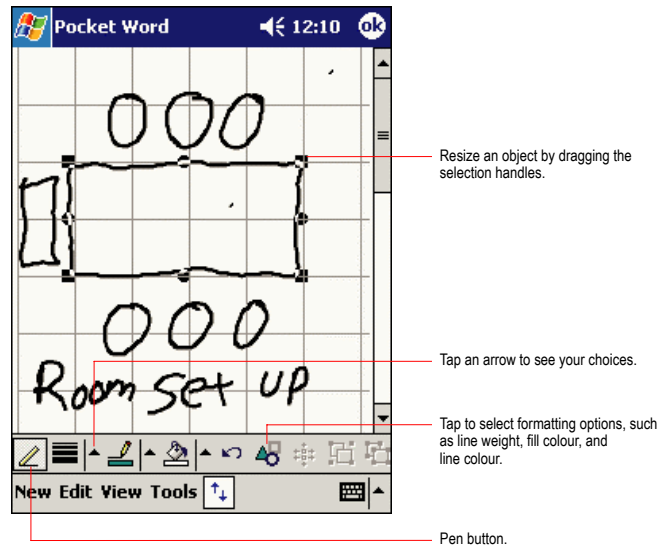


If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the following section.

Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your 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'll see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing. For more information on drawing and selecting drawings, see Chapter 2.



Recording Mode

In 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 then **Help**.

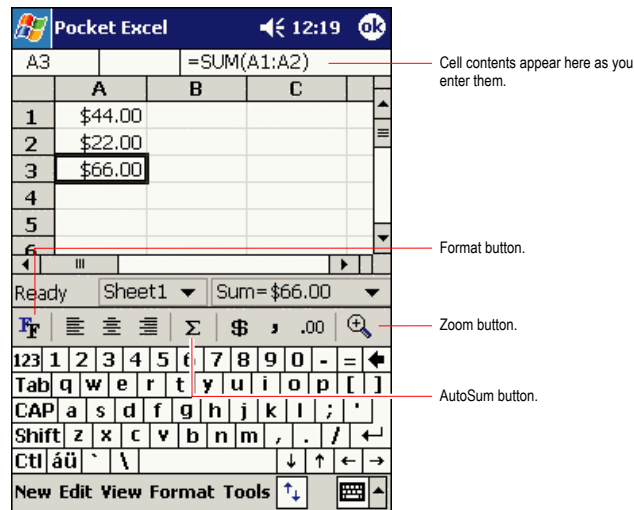
Pocket Excel

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

Use Pocket Excel to create spreadsheets, such as expense reports and mileage logs. To create a new file, tap **Programs**, **Pocket Excel**, and then **New**. A blank spreadsheet appears. Or, if you've selected a template for new spreadsheets in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one file at a time; when you open a second file, you'll be asked to save the first. You can save a spreadsheet 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 Toshiba 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 then **Toolbar**.



*If your spreadsheet contains sensitive information, you can protect it with a password. To do so, open the file, tap **Edit**, and then **Password**. Every time you open that file, you will need to enter the password. Be sure to 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 work in large spreadsheets in Pocket Excel:

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

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

MSN Messenger

MSN® Messenger on your mobile Toshiba Pocket PC is an instant messaging program that lets you:

- View a list of Instant messaging contacts who are online.
- Send and receive instant messages.
- Have instant message conversations with groups of contacts.

To use MSN Messenger, you must have a Microsoft Passport™ account or a Microsoft Exchange e-mail account. 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 are ready to set up your account.



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

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

Setting Up

Before you can connect, you must enter Passport or Exchange account information.

To set up an account and sign in:

1. In the **Tools** menu, tap **Options**.

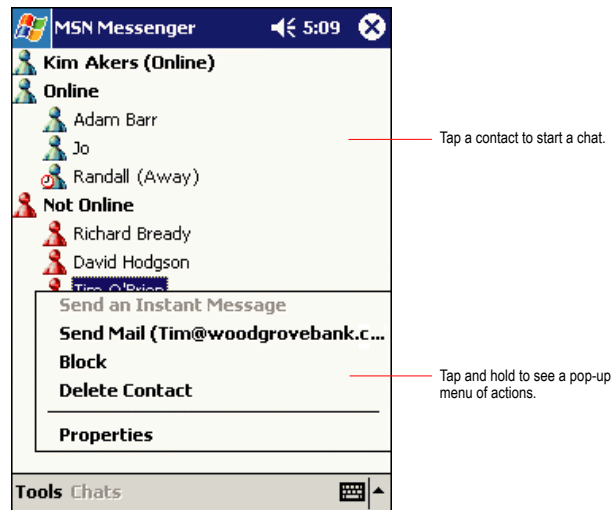
2. On the **Accounts** tab, enter your Passport or Exchange account information.
3. To sign in, tap the sign-in screen and enter your e-mail address and password.



If you already use MSN Messenger on your computer, your contacts will show up on your Toshiba Pocket PC without having to be added again.

Working with Contacts

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

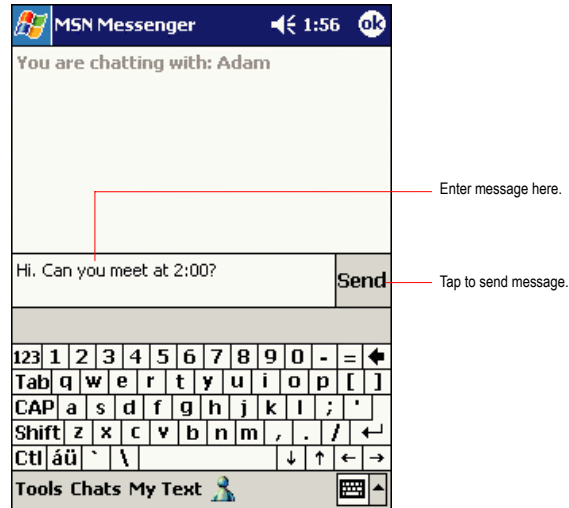


*To see others online without being seen, in the **Tools** menu, tap **My Status** and select **Appear Offline**.*

If you block a contact, you will appear offline but will remain 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 wish to invite.



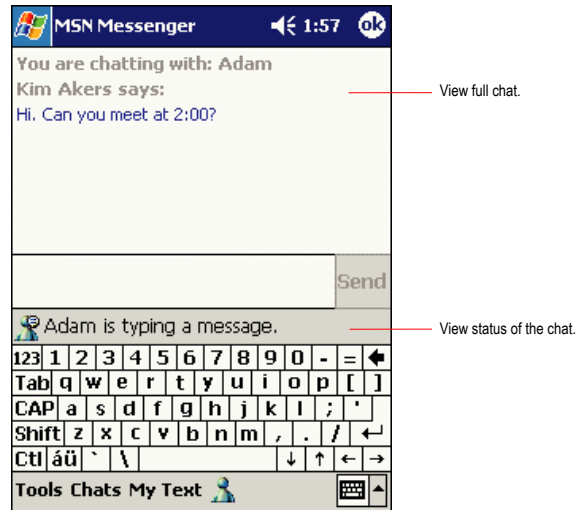
Enter message here.


Tap to send message.




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

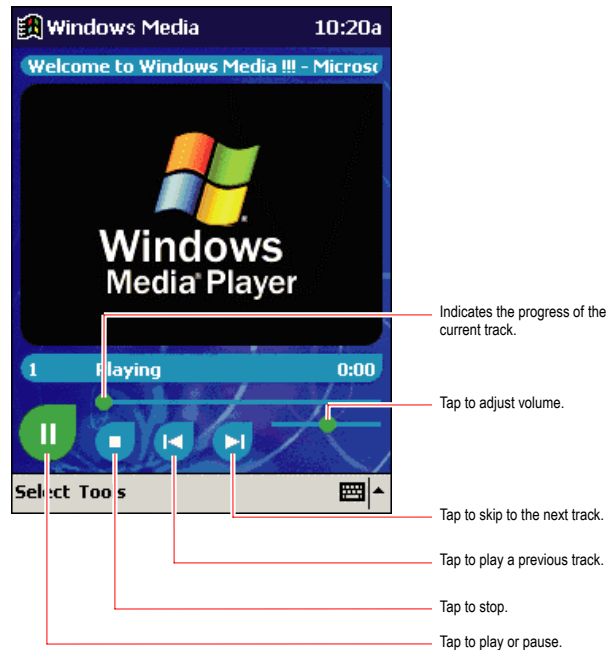
To know if the contact you are chatting with is responding, look for the message under the text entry area.




For more information on using MSN Messenger, tap  and then **Help**.

Windows Media Player for Toshiba Pocket PC

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



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

For more information about using Windows Media Player for Toshiba Pocket PC, tap , and then tap **Help**.

Microsoft Reader

Use Microsoft Reader to read eBooks on your Toshiba Pocket PC. Download books to your computer from your favorite eBook Website. Then, use ActiveSync to copy the book files to your Toshiba Pocket PC. The books appear in the Reader Library.

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 Up/Down control on your Toshiba 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'll 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 , **Programs**, and then **Microsoft Reader**.

Getting Books on Your Toshiba Pocket PC

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

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

Use ActiveSync to download the files from your computer to your Toshiba Pocket PC as described in the Read Me file in the MSReader folder.

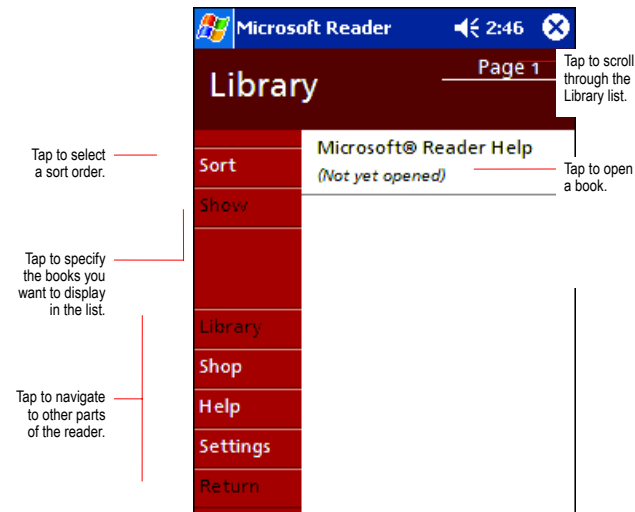
Using the Library

The Library is your Reader home page; it displays a list of all books stored on your Toshiba 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 then tap **Library** on the pop-up menu.

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



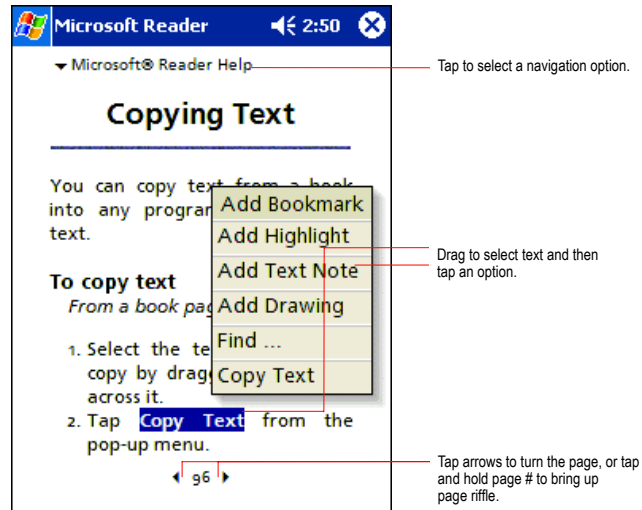
Reading a Book

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

The first time you open a book, you'll probably want to go to the first page or to the table of contents, if there is one. Subsequently, whenever you open the book, you'll be automatically taken 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 Up/Down control on your Toshiba 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 color-coded bookmark icon appears in the right margin. You can add multiple bookmarks to a book. Then, from anywhere in the book, tap the bookmark icon to go to the bookmarked page.
- **Highlights.** When you highlight text, it appears with a colored background.
- **Notes.** When you attach a note to text, you enter the text in a note pad that appears on top of the book page. A Note icon will display 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 Toshiba Pocket PC. If a copy of the book is stored on your computer, you can download it again at any time.

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


Chapter 6

Pocket Internet Explorer

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

- During synchronization with your computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder in Internet Explorer on the computer.
- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you'll need to create the connection first, as described in Chapter 7.

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 then **Internet Explorer**.

The Mobile Favorites Folder

Only items stored in the Mobile Favorites subfolder in the Favorites folder in Internet Explorer on your computer will be synchronized with your Toshiba Pocket PC. This folder was created automatically when you installed ActiveSync.

Favorite Links

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

Mobile Favorites

If you are using Microsoft Internet Explorer 5.0 or later on your computer, you can download mobile favorites to your Toshiba Pocket PC. Synchronize the web content of your mobile favorites downloads your Toshiba Pocket PC so that you can view pages while you are disconnected from your ISP and computer.

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

To create a mobile favorite:

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



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

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

To save Toshiba Pocket PC memory

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

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

Using AvantGo Channels

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

To sign up for AvantGo:

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

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

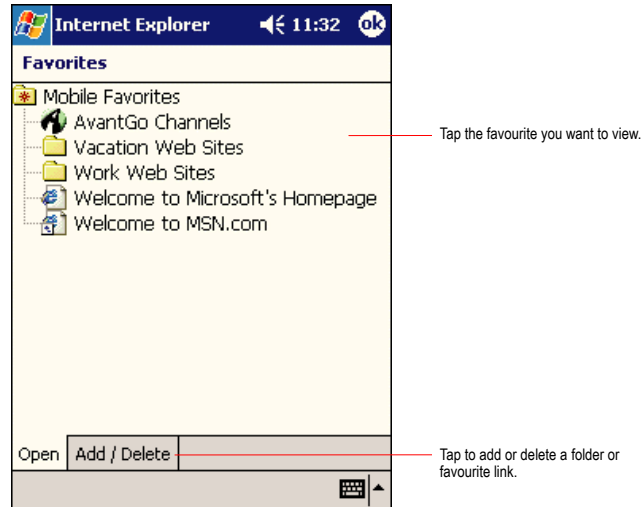
Using Pocket Internet Explorer

You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your Toshiba 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.



To view mobile favorites and channels:

1. Tap the Favorites button to display your list of favorites.



2. Tap the page you want to view.

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

To browse the Internet:

1. Set up a connection to your ISP or corporate network using **Connections**, as described in Chapter 7.
2. To connect and start browsing, do one of the following:
 - Tap the Favorites button, and then tap the favorite you want to view.
 - Tap **View** and then **Address Bar**. In the address bar that appears 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.



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

Chapter 7

Getting Connected

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

- Use the infrared (IR) port on your Toshiba 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.”
- Connect to your network. 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 Toshiba Pocket PC. Your service provider will 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 organization where you work. Once connected, you can send and receive e-mail messages by using Inbox, view Web or WAP pages by using Pocket Internet Explorer, and synchronize with your computer. If this is the method you want to use, see “Connect to Work” later in this chapter.
- Connect to your computer to synchronize remotely. Once connected, you can synchronize information such as your Pocket Outlook information. If this is the method you want to use, see ActiveSync Help on your computer or Connections Help on the Toshiba Pocket PC.

Transfer Items Using Infrared

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

To send information:

1. Switch to the program where you created the item you want to send and locate the item in the list.
2. Align the IR ports so that they are unobstructed and within a close range.
3. Tap and hold the item, and tap **Beam Item** on the pop-up menu.



*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.*

To receive information:

1. Align the IR ports so that they are unobstructed and within a close range.
2. Have the owner of the other device send the information to you. Your Toshiba Pocket PC will automatically receive 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 "To create a modem connection to an ISP."
- Use an Ethernet card and a net tap to connect to the network. If this is the method you want to use, see "To create an Ethernet connection to an ISP."

To create a modem connection to an ISP:



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. Connect your Toshiba Pocket PC to an optional modem. You can use a connector cable to hook up to your wireless phone, with data capabilities.
3. Tap  and then **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. If you are using an external modem that is connected to your Toshiba Pocket PC with a cable, select **Hayes Compatible on COM1**.
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 then the **TCP/IP** tab, and enter the address. When finished, tap **OK** and then **Next**.
8. Enter the access phone number, and tap **Next**.
9. Select other desired options, and tap **Finish**.
10. In the **Dialing Locations** tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

To start the connection, simply start using one of the following programs. Your Toshiba Pocket PC will automatically begin 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 "Connecting 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 6.
- Send and receive instant messages with MSN Messenger. For more information, see "MSN Messenger", in Chapter 5.

To create an Ethernet connection to an ISP:

1. You do not need to create a new connection on your Toshiba Pocket PC. Instead, you must purchase and configure an Ethernet card that is compatible with your Toshiba Pocket PC.
2. Obtain the following information from your ISP: user name, password, and domain name.
3. Insert the Ethernet card into your Toshiba Pocket PC. For instructions on inserting and using the Ethernet card, see the owner's manual for the card.
4. The first time you insert the card, **Network Settings** will appear automatically so that you can configure the ethernet card. Most networks use DHCQ, 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 then **Settings**. In the **Connections** tab, tap **Network**, tap the adapter you want to change, and then tap **Properties**.)
5. Connect the Ethernet card to the network by using a network cable. For information, see your owner's manual.
6. Tap , **Settings**, **Connections** tab, and then **Connections**. From the **My network card connects to** list, select **Internet**.


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

Connect to Work

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

- Create a modem connection by using a RAS account. Before you can create this modem connection, your network administrator will need to set up a RAS account for you. If this is the method you want to use, see "To create a modem connection to a network." Your network administrator may also give you VPN settings.
- Use an Ethernet card and a net tap to connect to the network. If this is the method you want to use, see "To create an Ethernet connection to a network."



To create a modem connection to a network:

1. Get the following information from your network administrator: dial-up access telephone number, user name, password, domain name, and TCP/IP settings.
2. Connect your Toshiba Pocket PC to an optional modem, like your data capable wireless phone.
3. Tap  and then **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 reinserting the modem card. If you are using an external modem that is connected to your Toshiba Pocket PC with a cable, **select Hayes Compatible on COM1**.
7. You should not need to change any settings in **Advanced**. Most servers now use a dynamically-assigned address. If the server you are connecting to does not use a dynamically-assigned address, tap **Advanced** and then the **TCP/IP** tab and enter the address. When finished, tap **OK** and then **Next**.
8. Enter the access phone number, and tap **Next**.
9. Select other desired options, and tap **Finish**.
10. In the **Dialing Locations** tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

To start the connection, simply start using one of the following programs. Your Toshiba Pocket PC will automatically begin 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 “Connecting Directly to an E-mail Server,” later in this chapter.
- Visit Internet or intranet Web or WAP pages by using Pocket Internet Explorer.
- Send and receive instant messages with MSN Messenger. For more information, see “MSN Messenger”, in Chapter 5.
- Synchronize. For more information, see ActiveSync Help on the computer.

To create an Ethernet connection to a network:

1. You do not need to create a new connection on your Toshiba Pocket PC. Instead, you must purchase and configure an Ethernet card that is compatible with your Toshiba Pocket PC.
2. Get the following information from your network administrator: user name, password, and domain name.
3. Insert the Ethernet card into your Toshiba Pocket PC. For instructions on inserting and using the Ethernet card, see the owner’s manual for the card.
4. The first time you insert the card, **Network Settings** will appear 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 then **Settings**. On the **Connections** tab, tap **Network**, tap the adapter you want to change and then tap properties.)
5. Connect the Ethernet card to the network by using a network cable. For information, see your owner’s manual.
6. Tap  **Settings**, **Connections** tab, and then **Connections**. From the **My network card connects to** list, select **Work**.
7. If you want to synchronize your Toshiba Pocket PC, tap, and then **ActiveSync**. In the **Tools** menu, tap **Options**. In the **PC** tab, select **Include PC when synchronizing remotely and connect to**, and select your computer’s name. Remote synchronization with a computer will work only if you have set up a partnership with that computer through ActiveSync and have set ActiveSync to allow remote connections. Other restrictions apply. For more information on synchronizing remotely, see ActiveSync Help on the computer.

To start the connection, simply 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.

End a Connection

To disconnect, do one of the following:

- When connected via dial-up or VPN, tap the Connection icon on your navigation bar, and tap **End**.
- When connected via cable or cradle, detach your Toshiba Pocket PC from the cable or cradle.
- When connected via Infrared, move the Toshiba Pocket PC away from the PC.
- When connected via a network (Ethernet) card, remove the card from your Toshiba 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 a modem or network connection and Inbox on your Toshiba Pocket PC.



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.


To set up an e-mail service:

- In Inbox on your Toshiba Pocket PC, tap **Services**, and then **New Service**. Follow the directions in the New Service wizard.

For an explanation of a screen, tap  and then **Help**. When finished, to connect to your e-mail server, tap **Services** and then **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 Toshiba Pocket PC. Tap  and then **Help**. Tap **View, All Installed Help**, and then **Inbox** or **Connections**.
- ActiveSync Help on the computer. In ActiveSync, click **Microsoft ActiveSync Help** on the **Help** menu.
- For troubleshooting information, see the Toshiba Pocket PC Web site at: <http://www.microsoft.com/mobile/pocketpc>.

Chapter 8

Optional Functions

Home

You can launch the built-in or installed applications easily by tapping the icon displayed on the Home screen. You can also set to display a desired bitmap image on your screen background.

Launching an Application From the Home

1. Tap , **Programs**, and then **Home** to display the Home screen.

You can also launch the Home by pressing the Toshiba Pocket PC Home button.



For initial setting, the respective application icons are registered on three tabs: **Main**, **Programs** and **Games**. In the **Running** tab, active applications are displayed.

Tabs.

Tap to select **Tab Settings...** or **About**.

Tap to select **Large Icon**, **Small Icon** or **Text color...**

Tap to select **Paste** or **Add**.

2. Tap the desired tab, and then tap the application icon you want to launch. The selected application starts up.



Also, you can launch an application by moving the cursor button to select and pressing the center of the cursor button to confirm.

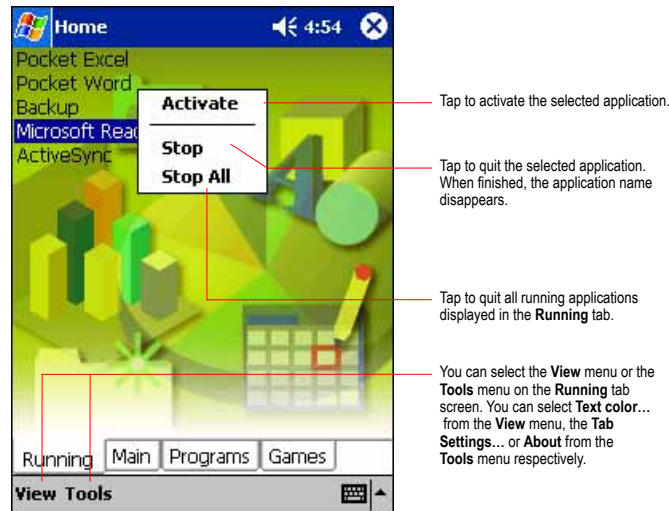
You can add tabs up to a maximum of 10 kinds and icons up to 18 in a tab.

About Running

In the **Running** tab, the active application names are displayed. The icons do not appear.

Application Activate/Stop:















Tap the application name you want to activate. You can also activate the application from the pop-up menu displayed by tapping and holding the application name.



*You can show a pop-up menu by tapping and holding any portion other than the application names displayed in the **Running** tab. In this case, only the **Stop All** is selectable.*

Display Icon List

The following list shows the tabs and icons for the initial setup.

Tabs	Icons	Applications
Running	—	—
Main		Pocket Internet Explorer
		Windows Media Player
		Notes
		Tasks
		Inbox
		Calendar
		Contacts
		Pocket Word
		Pocket Excel
		Calculator
Programs		File Explorer
		Backup
		Infrared Receive
Games		Solitaire

Moving an Application Icon into Another Tab

The moved icon is placed next to the last icon on the tab screen.
You cannot move an icon into a tab which already contains 18 icons.

To move using pop-up menu:

1. Tap and hold the icon you want to move to display the pop-up menu.
2. Tap **Cut** on the pop-up menu.

3. Tap the destination tab, and then tap **Paste** on **Edit** menu. The selected icon is pasted on the screen.



*You can also select **Paste** from the pop-up menu displayed by tapping and holding any portion other than the icon.*

To move using drag and drop:

Tap the icon you want to move and drag it to the destination tab, and then drop it. The icon is transferred and that icon in the original tab screen is deleted.



If the icon is dragged and dropped in the same tab, it will return to its original position on the tab screen.

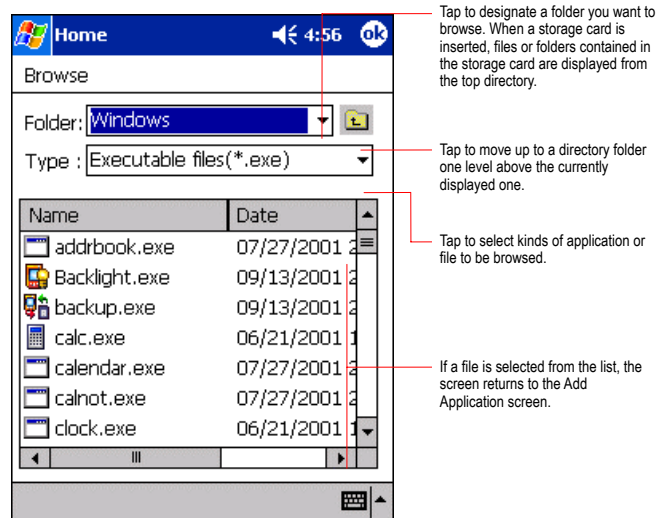
Deleting an Icon

1. Tap and hold the icon you want to delete to display the pop-up menu.
2. Tap **Drop** on the pop-up menu. The icon is deleted and the next icon positioned after the deleted icon automatically shifts to fill the deleted icon position. And all icons after the deleted icon likewise shift to fill the previous icon position.

Adding an Icon

You can add the application and your file icons to the Home screen.

1. Tap **Edit** and then **Add** to display the Add Application screen.
You can also select **Add** from the pop-up menu displayed by tapping and holding any portion other than the icon.
2. Tap ▼ of Application file to show the file list. If there is no desired file on the file list, you can find it by tapping **Browse**. To refer to all folders and files, tap **Browse** to show the Browse Dialog screen. When the file is selected, its name is displayed in the Application file box.



3. Enter an icon name in the Application name box, which is to be displayed on the Home screen.
You can enter up to a maximum of 32 characters.
4. When finished, tap **OK** to close the Add Application screen, and the new icon is added to the Home screen.



If the Application file is not designated, or if the Application name is not entered, you cannot add a new icon.

You cannot launch the icon added from the storage card, if the same card is not inserted in the Toshiba Pocket PC.

Tab Setting

You can set to add, delete or rename the tab on the Tab Settings screen. You can also set to display a desired bitmap image on your screen background.

To add a tab:

1. Tap **Tools** and then **Tab Settings** to display the Tab Settings screen.
2. Tap **Tab Settings** and then **New** to display a box to enter the new tab name.
3. Enter a new tab name. When finished, tap **OK** to return to the Tab Settings screen. You can enter up to a maximum of 10 characters.
4. Tap **OK** on the Tab Settings screen to return to the Home screen.

To delete a tab:

1. Tap **Tools** and then **Tab Settings**.
2. Select the tab name to delete, and then tap **Delete**, the Delete tab dialog for confirming appears. Please note that all the icons contained in the same tab will also be deleted.
3. Tap **OK** on the Delete tab dialog to delete the tab. When finished, the screen returns to Tab Settings screen.
4. Tap **OK** on the Tab Settings screen to return to the Home screen.



*You cannot delete the **Running** tab.*

To change the name of a tab:

1. Tap **Tools** and then **Tab Settings** to display the Tab Settings screen.
2. Select the tab name you want to change, and then tap **Rename**.
3. Enter a new tab name. When finished, tap **OK** to return to the Tab Settings screen. You can enter up to a maximum of 10 characters.
4. Tap **OK** on the Tab Settings screen to return to the Home screen.



*You cannot rename the **Running** tab.*

To change a background:

1. Select the background setup tab on the Tab Settings menu, and then tap **Browse** to display the Browse Dialog screen.
2. Even if a storage card is inserted, the files in the storage card will not be displayed.
3. Tap the desired bitmap file from the list to return to the Tab Settings screen.
4. Tap **OK** on the Tab Settings screen to return to the Home screen.



*If the selected file is not a bitmap file, you cannot set it on your screen background.
The displayable range of the bitmap image on the Home screen is 240(W) x 246(H).*

Text Color Setting:

You can set the color of application name for each tab using Text Color.

1. Tap the tab whose color you want to set to display the selected tab screen.
2. Tap **View** and then **Text Color** to display the color list.
You can set the color of the application name as desired.
3. Tap the color you want to set, and the color of the application name changes.

How to Make a Backup

You can make a backup of the Toshiba Pocket PC data in an SD memory card or a Compactflash (CF) card. If you have backed up your data on an SD or Compactflash card, you can restore that data in your Toshiba Pocket PC. You can also delete backup file data from the storage card. Periodical data backup is recommended.

Data of the following three types can be backed up:


- **File:** Includes a file created by Pocket Word, Pocket Excel, Notes, etc. or an additionally installed program and so on.
- **Registry:** Setting information on Windows CE or Built-in Program.
- **Database:** Database information of Microsoft Pocket Outlook.

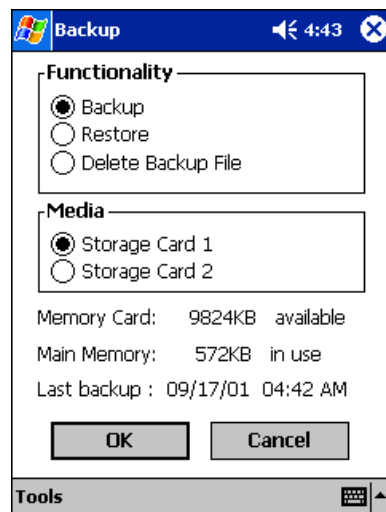
Data on password and so on from the setup menu cannot be restored. When attempting to make, restore or delete a backup, connect an AC adapter to the Toshiba Pocket PC before operation.



*If you update ROM programs using special installation programs with a *.xip extension, do not use the backup data which you made before updating ROM programs.*

Making a Backup

1. Insert a storage card.
2. Tap , **Programs**, and then **Backup** to display the Backup screen.
3. Select **Backup** from **Functionality**, then select and tap **Storage Card 1** or **Storage Card 2** from **Media**.



Select **Backup** from **Functionality**.

When an SD memory card and a CompactFlash card are inserted in the slots, check which one is **Storage Card 1** or **Storage Card 2** by looking at the storage capacity of the card.

4. Tap **OK** to display the Backup password input screen.
5. Input password.

Enter a password.
You can enter a password up to a maximum of 16 characters.
A backup can be made even without entry of a password. If a password is entered, that password is required at the time of restore.



If you forget the password, you cannot restore the backup data.

Do not forget your password. Write down the password and keep it in a safe place where only you know.

6. When finished, tap **OK**. The Proceeding message is displayed during the backup process.
When the backup is completed, a backup finished message appears.
7. Tap **OK** to return to the previous screen.




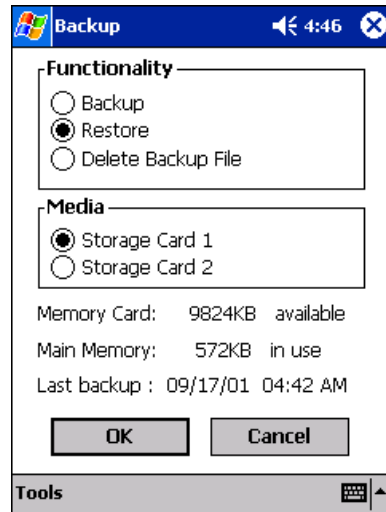
If the remaining storage card capacity becomes short during backup, the backup process stops. Check the storage capacity before starting the backup.

If the storage card is write protected, you cannot save the backup data. Cancel the write protection before starting the backup.

Carrying Out Restore Operation

To restore is to overwrite the backed up data from the storage card onto the main memory of your Toshiba Pocket PC.

- If the same file name exists in the main memory of your Toshiba Pocket PC, the file data is replaced with the backup data from the storage card.
 - If files exist in the main memory but not in the backup file, they will not be overwritten.
1. Insert the storage card, which contains backup data into your Toshiba Pocket PC.
 2. Tap , **Programs**, and then **Backup** to display the Backup screen.
 3. Select **Restore** from **Functionality**, then select and tap **Storage Card 1** or **Storage Card 2** from **Media**.



Select **Restore** from **Functionality**.

When an SD memory card and a CompactFlash card are inserted in the slots, check which one is **Storage Card 1** or **Storage Card 2** by looking at the storage capacity of the card.

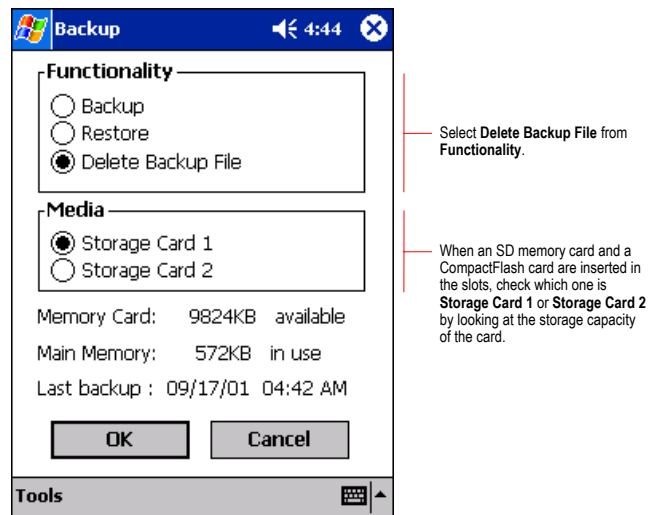
4. Tap **OK** to display the Restore password input screen.
5. Enter a password, which was set up for this data backed up.
If you made a backup file without entry of a password, you don't need to enter a password.
6. When finished, tap **OK**. The restore message appears, and then the restore process starts.
When the restore process is completed, a restore finish message appears.
7. Tap **OK**. Your Toshiba Pocket PC is reset and restarts automatically.



If your Toshiba Pocket PC memory becomes short of its capacity during restore, the restore process stops. Increase the memory allocation of the main memory of your Toshiba Pocket PC (see Chapter 2. "Customize Your Toshiba Pocket PC"), and then restart the restore procedure.

Deleting a Backup File.

1. Insert the storage card, which contains backup data to delete.
2. Tap **Programs**, and then **Backup** to display the Backup screen.
3. Select **Delete Backup File** from **Functionality**, then select and tap **Storage Card 1** or **Storage Card 2** from **Media**.





4. Tap **OK** to display the Delete Backup File check screen.
5. Tap **OK** to delete the backup file.

Chapter 9


Additional Information

Troubleshooting

Check the following guide for the possible cause of a problem and how to correct it.

Symptom	Cause	Correction
Even if the power button is pressed and the power does not turn on.	The built-in battery power is exhausted.	Charge the battery.
The power was suddenly cut off.	The built-in battery power is exhausted.	Charge the battery.
	Automatic suspend is active.	Select  Settings, System, Power to set to alter the power shut down time.
Even if the built-in battery is completely charged, it discharges after a short period of time.	The built-in battery is extinct.	Replace the main battery with a new one.
The screen was tapped, but the correct action was not executed.	Touch screen adjustment is incorrect.	Select  Settings, System, Screen, Align Screen to adjust the touch screen.

Additional Information

The operation is slow in response.	Insufficient memory	Secure the free memory. Quit the application if it is not in use.
	Some malfunction	Reset the system. If no action is observed after resetting the system, initialize the system. (However, the data will be deleted.)
The screen was tapped, but there is no response. The operation button does not work either.	Some malfunction	Reset the system. If no action is observed after resetting the system, initialize the system. (However, the data will be deleted.)
The screen is dark.	The front light is off.	Press and hold the power button until the front light is turned on.
The screen is hard to see.	Brightness setting is incorrect.	Select  Settings, System, Front Light to adjust the screen brightness for better sight.
Cannot connect to your computer.	—	See Help of ActiveSync.
ActiveSync does not function when your Toshiba Pocket PC is connected to your computer with a USB cradle or USB cable.	“USB SETUP TOOL” was not executed. It should be performed after execution of ActiveSync.	Install “USB SETUP TOOL” contained in the Companion CD.
	The USB driver of your computer may not be compatible.	Reselect the USB driver.
Cannot access the Internet.	The connecting using a specified cellular phone connection cable was not correct.	Check whether the connecting using a specified cellular phone connection cable is correct.
	Radio waves of a connected cellular phone are getting worse.	Carry out communications where radio wave conditions are satisfactory.

Setting is incorrect.

Carry out correct setting.

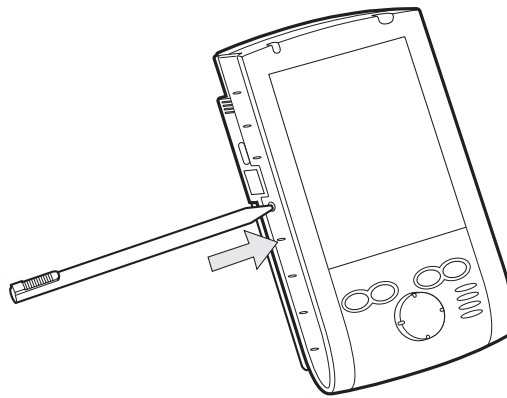
Resetting

Reset is equal to "Restart" of a computer. Carry out the reset in such unusual case as when a button or tapping the screen does not respond. When your Toshiba Pocket PC is reset, all data that was not stored during operation will be deleted.



If the function cannot be restored even if the reset button is pressed, initialize your Toshiba Pocket PC.

- When the power is on, press the reset switch with the stylus, then release.



Clear Memory

When you initialize your Toshiba Pocket PC, it returns to the status when it was purchased.



When you initialize your Toshiba Pocket PC, all data stored in the memory is deleted. Your Toshiba Pocket PC's initially installed programs are not deleted.

Before initialization, remove all storage cards.

1. Turn off the power.
2. Press the power button while pressing and holding the reset switch with the stylus, and then release the power button.

3. When a screen appears, release the reset switch.
When initialization is completed, the Welcome screen appears. Set up the system according to the screen as in the case of startup procedure.

Specifications

External dimensions	3.1"(W) x 0.7"(D) x 5"(H) (excluding protrusion part)
Operating conditions	Temperature: 32°F to 104°F, Humidity: 30 to 80% RH, when only the Toshiba Pocket PC is operating Temperature capable of charging: 41°F to 104°F
Built-in battery	
Type	Advanced Lithium Ion battery
Continuing operating time	Approx. 8 hours. For continuous indication of the Today screen, front light: OFF, ambient temperature: 25°C
Memory keeping time	Approx. 30 hours. If left at ambient temperature of 77°F after the power has become unable to turn on Note: Continuing operating time and memory keeping time vary according to the charging condition, ambient temperature, operating condition, etc.
Processor	Strong ARM SA-1110
Action clock	206MHz
Memory	64MB SDRAM
Display	Reflection color TFT, 240x320 pixels, up to 64,000 colors

Interfaces

CF card slot	CompactFlash card or CF+Card. Applicable only to Type I/Type II, 3.3V
SD card slot	SD memory card or SDI/O card Note: The security function of the SD memory card is not usable. Data encrypted by the SD memory card security function-compatible equipment is not usable.
Infrared port	Based on IrDA Ver.1.2 Maximum data transmission speed: 115 kbps
Stereo headphone jack	0.14", stereo mini plug compatible Remote control-fitted earphone (option) usable
Cradle connection port	
AC adapter jack	
AC adapter	Input power supply: 100–240VAC, 50/60Hz, 33VA Rated output: DC 5V, 3A

Although the display is manufactured using an extremely high order of technology, there may be a case that some dots do not light or always light. It is not a malfunction.