

Manual

Pocket PC Phone

Please Read Before Proceeding

THIS DEVICE IS NOT CHARGED WHEN YOU TAKE IT OUT OF THE BOX.

DO NOT REMOVE THE BATTERY PACK WHEN THE DEVICE IS CHARGING.

WHEN INSERTING YOUR SIM CARD, MAKE SURE THE DEVICE IS POWERED OFF, AND THAT THE SIM CARD SNAPS INTO THE SOCKET.

YOUR WARRANTY IS INVALIDATED IF YOU OPEN OR TAMPER WITH THE DEVICE'S OUTER CASING.

EXPLOSIVE ATMOSPHERES

When in any area with a potentially explosive atmosphere or where flammable materials exist, the product should be turned off and the user should obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Users are advised not to use the equipment at refueling points such as service or gas stations, and are reminded of the need to observe restrictions on the use of radio equipment in fuel depots, chemical plants, or where blasting operations are in progress. Areas with a potentially explosive atmosphere are often, but not always, clearly marked. These include fueling areas, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

PRIVACY RESTRICTIONS

Some countries require full disclosure of recorded telephone conversations, and stipulate that you must inform the person with whom you are speaking that the conversation is being recorded. Always obey the relevant laws and regulations of your country when using the recording feature of your Pocket PC Phone.

Important Safety Precautions

When using this product, the safety precautions below must be taken to offset possible legal liabilities and damages.

■ ELECTRICAL SAFETY

This product is intended for use when supplied with power from the battery. Other usage may be dangerous and will invalidate any approval given to this product.

■ SAFETY IN AIRCRAFTS

Due to the possible interference caused by this product to an aircraft's navigation system and its communications network, using this product on board an airplane is against the law in most countries.

■ ENVIRONMENT RESTRICTIONS

Do not use this product at gas or refueling stations. The use of this product is also prohibited in fuel storehouses, chemical plants, and locations containing explosives.

■ Safety for Environments

Do not use this product in gas stations, fuel depots, chemical plants or where blasting operations are in progress, or in potentially explosive atmospheres such as fuelling areas, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders. Please be aware that Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

■ ROAD SAFETY

Vehicle drivers in motion are not permitted to use telephony services with handheld devices, except in the case of emergency. In some countries, using hand-free devices as an alternative is allowed.

■ INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS

This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics.

■ NONIONIZING RADIATION

This product should be operated in the suggested normal condition only to ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

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Chapter 1

Getting Started

- 1.1 Knowing Your Device**
- 1.2 Inserting the SIM Card**
- 1.3 Battery**
- 1.4 Accessories**



1.1 Knowing Your Device

Front, Top, and Left Side View

Power Button / Backlight

Press to turn on / off your Pocket PC Phone or backlight.

Notification LED

See description on next page.

Contacts

Press for quick access to your Contacts.

Record

Press to record a voice note.

Volume

Press up/down to adjust the volume of your device.

Camera

Press to launch camera capture utility. Press again to take a picture.

Soft Reset

Press into the hole with the stylus to reset your device.

Send

Press to take an incoming call, or press to dial a number.

Microphone

Speak here when receiving or making a phone call, or voice recording.

MMC/SD cards or SDIO accessories slot

Insert either MMC/SD cards or SDIO accessories in this slot.

Infrared port

Enables you to exchange file(s) or data with other devices without cables/ wires.

Speaker

Listen to audio media or a phone call from here.

Calendar

Press for quick access to the Calendar.

Touch Screen

For handwriting, drawing or to make a selection with the stylus.

End

Press to end a call.

Navigation Pad

Press Up, Down, Left, or Right to move through menus, fields, etc. Select by pressing the Action button in the center.

When in the Phone Dialer screen, press Left once to access the Speed Dial feature, or press Right once to access the Call Log feature..



Back, Bottom, and Right Side View

Stylus and Stylus Slot

Notification LED

Bi-color LED on the right side:

For GSM standby, SMS message, GSM network status, PDA notification, PDA charging status.

Bi-color LED on the left side:

Blue and green for Bluetooth system notification of powered-on and ready to transmit RF signal, and WiFi status.

Soft Reset

Press into the hole with the stylus to reset your Pocket PC Phone.

Sync Connector

Use this connector when synchronizing/transmitting data or recharging.

Camera Lens

External antenna

If your car supports, you can attach your Pocket PC Phone to the external antenna and utilize its superior reception quality.

Self-view Mirror

If you want to take a picture of yourself, this "mirror" will aid you in positioning the camera at the correct angle.

Back Cover

Fixing Lock

Press to release the back cover.

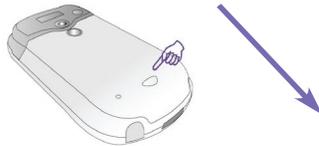
Earphone Jack

Allows you to listen to audio media or use the phone's hands-free kit.

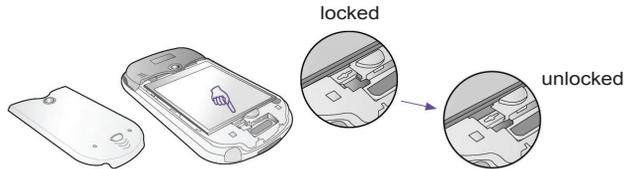


1.2 Inserting the SIM Card

1. Ensure that the device is turned off.
2. Turn your device over, press the “fixing lock” (indicated below), and slide the back cover off.

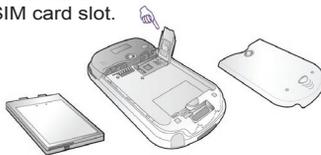


3. Push the **red** battery lock down, to release the battery pack. The battery can then easily be removed.



4. Insert the SIM card with its gold contacts face down. Its cut-off corner should match the cut-off corner in the slot. Push down lightly to snap it into place.

Slide the SIM card into the SIM card slot.



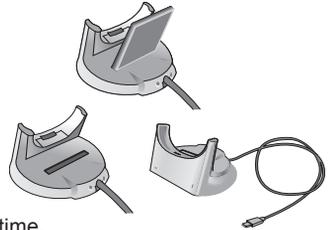
5. Replace the battery, then push the **red** battery lock back up, to lock the battery into place.
6. Replace the cover: Slide it back on, then push down lightly at the bottom, to snap it securely into place.

1.3 Battery

Your Pocket PC Phone contains a rechargeable Li-ion polymer battery. Battery power depends on whether you are talking on the phone, using the PDA, or if the device is on standby.

Battery life estimates:

- **Talk-time:** 3 - 4 hours
- **PDA:** 15 hours (approximate)
- **Standby:** 168 hours (approximate)
- **Data retention time:** 72 hours



The above are based on using one function at a time. Battery life may vary with switching between functions.

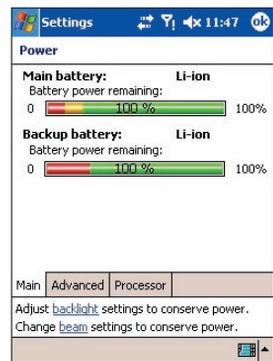
WARNING: To reduce the risk of fire or burns, do not disassemble, crush, puncture, short external contacts, heat above 140° Fahrenheit (60° Celcius) or dispose of in fire or water. Replace only with manufacturer specified batteries. Recycle or dispose of used batteries as stipulated by local regulations.

Data retention

It is vital to keep your battery charged. Because your Pocket PC Phone does not have a hard drive, all data and any new programs you install are stored in RAM. If the battery completely drains, any data or new programs you installed will be erased. Only the default programs that came with the device at the time of purchase will remain.

To prevent this kind of data loss, a portion of the main battery will keep your data safe for 72 hours if your device runs out of power. An additional battery, the internal backup battery, is designed to keep your data safe when you remove the main battery, for about 20 minutes.

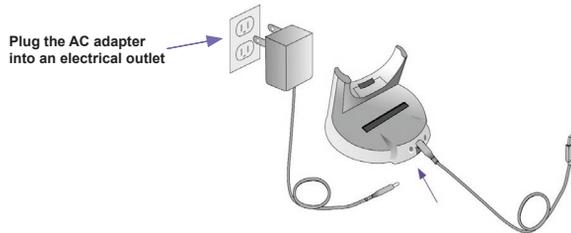
Note: Make sure the backup battery has at least 50% power remaining, before you remove the main battery. You can check the battery level and set various options by going to **Start menu > Settings > System tab > Power**. The *Main* tab of the *Power* screen is illustrated at right.



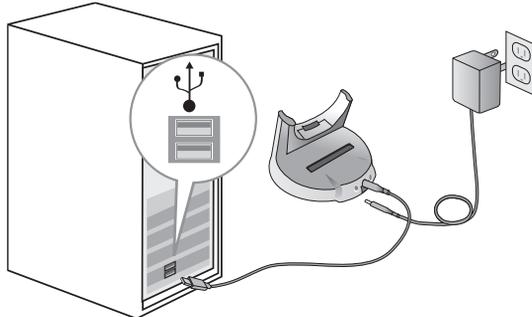
Recharging your device

You can recharge your device in the following ways:

1. Connect your Pocket PC Phone directly to an external power source.



2. You can also charge your Pocket PC Phone by plugging the **Sync cable** into your PC's USB port.



When the battery is low

When the low-battery warning message appears, immediately save any data you are working on, perform a synchronization with your PC, and turn off your Pocket PC Phone. The internal backup battery can only protect the data in case of battery or SIM card change. Data retention in case of shut-down due to low battery is about 72 hours.

1.4 Accessories

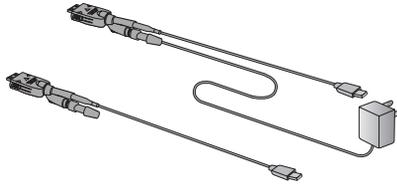
AC Adapter

The AC adapter allows you to recharge your Pocket PC Phone.



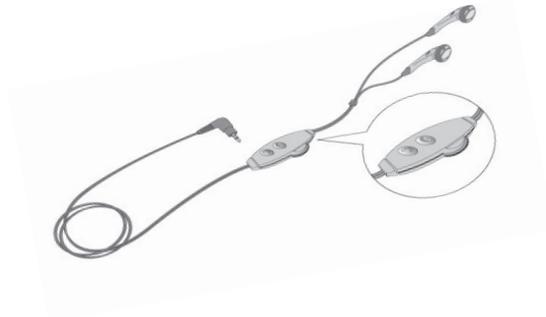
USB Cable

The optional USB cable allows you to synchronize with a PC.



Headset

The stereo wired headset has a volume control jog dial and buttons to pick up and hang up incoming and outgoing calls.



Chapter 2

Knowing Your Pocket PC Phone

- 2.1 Starting Up
- 2.2 Entering Information
- 2.3 Phone Pad
- 2.4 Writing on the Screen
- 2.5 Drawing on the Screen
- 2.6 Recording a Message
- 2.7 Finding Information



2.1 Starting Up

Turning your Pocket PC Phone On and Off

To turn your device on:

Press the Power button on the top left side of the device. (The Pocket PC Phone will power up and, if this is the first time it has powered up, will automatically begin the initiation/calibration process. See below for further details.)

To turn your device off:

Press the Power Button on the top left side of the device.

Note: Turning your device off doesn't turn the phone off. To turn the phone off, select the GSM icon and select "Turn on flight mode".

Screen tapping and calibration

When you first start up your Pocket PC Phone, you will be asked to calibrate the screen by tapping the center of a cross with your stylus as it moves around the screen. This process ensures that when you tap the screen with your stylus, the tapped item is activated.

Re-calibrating the screen

If your Pocket PC Phone does not accurately respond to screen taps, you will need to re-calibrate it:

1. Tap the **Start** menu > **Settings** > the **System** tab > **Screen**.
2. Tap the **Align Screen** button in the **General** tab to re-calibrate the screen as described above.

Note: When aligning the touch screen, tap the target firmly and accurately.

Screen Orientation

Portrait Mode



Landscape Mode



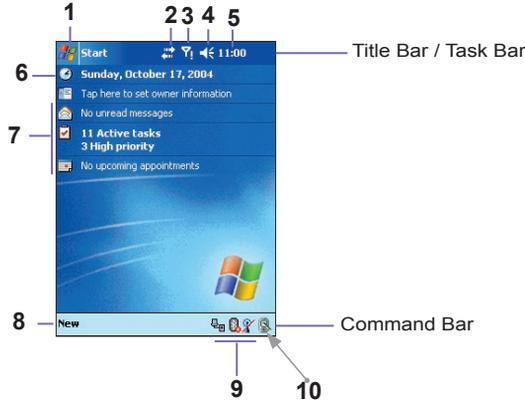
Tap on this icon to change screen orientation.

By default, the screen is in Portrait orientation. To switch the orientation to Landscape, tap the icon in the lower right corner of the screen (illustrated above). Tapping once switches to “right-handed” Landscape orientation. Tapping the icon when in right-handed Landscape orientation switches to “left-handed” Landscape orientation. Tapping the icon again will return the screen to Portrait orientation.

Or, alternatively, you can tap **Start menu > Settings > System > Screen**, then select the orientation you want. The Portrait mode allows you to get a better view or better operation of certain programs on your Pocket PC Phone, while Landscape may be optimal for viewing wider text files.

For easier reading of text in programs that support **ClearType**, tap the **ClearType** tab, and then select **Enable ClearType**. To increase readability or see more content by adjusting the size of text in programs that support it, tap the **Text Size** tab. Move the slider to make text larger or smaller.

The Today screen



1. Tap to open the Start Menu.
2. Tap to view network/connectivity information and access settings.
3. Tap to view Phone status, turn Flight Mode on/off, and access settings.
4. Tap to change volume for Pocket PC, for Phone, or to set to "Vibrate" notification.
5. Tap to view date and "next appointment" information; or tap and hold to change time format (Analog/Digital).
6. Tap to change date and time.
7. Your day-at-a-glance reminders. Tap to open the related program.
8. Tap to open a menu that lets you create a new Appointment, Contact, Excel file, Message, Note, Task, or Word document.
9. Left to right: Tap to disconnect **USB/ActiveSync**; to turn ON/OFF **Bluetooth**; or to activate **Wireless LAN Manager**.
10. Tap to change screen orientation (Portrait, Landscape left, Landscape right).

To go back to the *Today* screen when you are using other programs, select **Today** from the Start menu.

Note: To display or hide items on the *Today* screen, and change the background image, go to **Start menu > Settings > Today > Items** tab. Please refer to Chapter 5 for more information.

Indicators

Your Pocket PC Phone's status indicators are located at the top right of the Today screen in the Taskbar/Title Bar. Some common indicators are listed below. If you are not sure about the meaning of an indicator, tap on it with your stylus and a dialog box will typically explain its function and allow you to change the settings for that particular icon.

Indicators	Meaning
 / 	Sounds are off / sounds are on.
 / 	Main battery with full strength/ No battery
 / 	Main battery low/ very low.
	Backup battery is very low.
	Indicates that the Caller ID monitor program is not yet ready to display assigned Photo IDs (if any) during incoming calls.
	Data connection is active.
	Indicates that your Pocket PC Phone is roaming in a different network area.
	Notification that one or more instant messages were received.
	Notification that one or more mobile e-mail / text messages were received.
 / 	Indicates that the connection to your mobile phone service provider is on / off (with signal strength indicator).
	Indicates that your Pocket PC Phone has a WLAN connection.
	Indicates that your Pocket PC Phone is synchronizing with a PC.
	Indicates that your Pocket PC Phone has started TrueFax.
	Indicates that more notification icons exist, but currently not enough room in the Title Bar to display them. Tap this icon to view all.

Pop-Up menus

Use pop-up menus to quickly perform an action on an item. To access a pop-up menu, press your stylus on the item that you want to perform the action on. When the menu appears (if available), tap the action you want to perform, or tap anywhere outside the menu to close it without performing an action.

Notifications

Your Pocket PC Phone reminds you in a variety of ways when you have something to do, or when you have received an SMS message. For example, if you've set up an appointment in **Calendar**, a task with a due date in **Tasks**, or an alarm in **Clock**, you will 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 Pocket PC Phone.
- The Pocket PC Phone vibrates.

To choose reminder types and sounds for your device, go to **Start menu > Settings > Personal tab > Sounds & Notifications**. The options you choose here apply throughout the Pocket PC Phone.

Using the Start Menu

A sample Start Menu is illustrated below. The first seven items remain fixed on the menu, but the next five items represent the five most recently used programs, and therefore the items in this part of the menu will change according to your usage.



Tap **Programs** to access the *Programs* group, where the applications and utilities (other than those on the Start Menu) are located. See the list below.

Tap **Settings** to view and change your device settings.

Tap **Help** to access the on-line Help messages. For some programs, context-sensitive Help is available. For example, if you are using *Album*, selecting **Help** from the Start menu will display a Help topic explaining how to use the current screen in *Album*.

Programs

Some programs are available directly on the Start menu, and you can invoke some of them by pressing a button on your Pocket PC Phone (see Chapter 5). The majority of programs can be found in the *Programs* group (**Start Menu > Programs**).

Icon	Description
	ActiveSync synchronizes information between your Pocket PC Phone and PC.
	xBackup backs up your Pocket PC Phone files to the ROM or an SD card (or restores).
	Contacts keeps track of your friends' and colleagues' contact information.
	Messaging sends and receives Email, SMS, and MMS messages.
	Pocket Internet Explorer browses Web sites and downloads new programs and files.
	SIM Tool Kit (STK) allows you to access information and other services offered by your operator.
	Phone makes and receives calls, switches between calls, and sets up conference calls.
	EmailWiz allows you to select your e-mail provider from a list of available providers and simplifies the procedure to set up e-mail accounts.
	Wireless Manager lets you use your Pocket PC Phone as an external modem for a PC or Notebook by using a serial/USB port, or Infrared.
	Wireless Modem manages access to wireless connections.
	WLAN Manager allows you to manage the WiFi connection.
	SIM Manager collects, organizes, and sorts the Contacts list stored on your SIM card.
	Zip allows you to save memory and storage capacity by creating and unzipping ZIP files.

Icon	Description
	Windows Media Player plays sound or video files.
	Pocket Excel lets you create, view, and edit Excel workbooks.
	Pocket Word lets you create, view, and edit MS-Word documents.
	MSN Messenger sends and receives instant messages.
	Pictures organizes and displays image files in the JPEG format.
	Games such as Jawbreaker and Solitaire are included.
	File Explorer lists the folders and files on your Pocket PC Phone.
	Camera application uses the built-in camera to take pictures, record video clips, and place captured images into frames.
	Album plays audio and video files, and provides many functions for viewing/manipulating .JPG/.BMP/.GIF files, including animated GIF.
	Photo Contacts lets you assign images to the entries in your Contacts (or to Groups), providing a visual Caller ID during incoming calls.
	Notes creates handwritten or typed notes, drawings, and recordings.
	Calendar keeps track of your appointments and creates meeting requests.
	Tasks provides a convenient way to keep track of the things you need to do, and reminds you of important events.
	TrueFax sends and receives faxed documents.
	MIDlet Manager installs, runs, and deletes Java MIDlets.
	Calculator performs basic arithmetic.
	Certificate Enroller This utility allows the user to request a user certificate from a certificate server.
	Club i-mate(TM) e-mail utility quickly and easily configures your device to access your free i-mate(TM) e-mail account. This account is automatically created for you when you register on www.clubimate.com ."

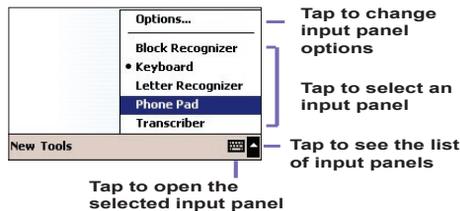
2.2 Entering Information

You can enter information on your device in the following ways:

- **Synchronizing:** Using **ActiveSync**, exchange information between your PC and Pocket PC Phone. (For more information on **ActiveSync**, see Chapter 4).
- **Typing:** Tap characters on the standard soft keyboard shown below or Phone Pad.
- **Writing:** Using the stylus, write directly on the screen.
- **Drawing:** Using the stylus, draw directly on the screen.
- **Recording:** Create a stand-alone recording or embed a recording into a document or note.

Using the Input Panel

Use the Input Panel to enter information in any program on your device. You can enter characters by tapping them on the soft **Keyboard** or **Phone Pad**, or write using **Letter Recognizer**, **Block Recognizer**, or **Transcriber**. In any case, the characters appear as typed text on the screen.



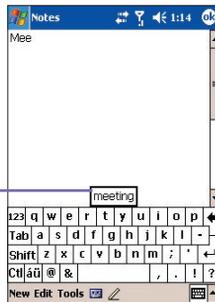
To show or hide the most recently selected input panel, tap the Input Panel icon . To open the menu illustrated above, tap the arrow next to the icon, in the lower right corner of the screen.

Using the standard soft Keyboard

To open the standard soft keyboard, tap **Keyboard** on the menu.

1. To type lowercase letters, tap the keys with the stylus. To type a single uppercase letter or symbol, tap the **Shift** key. To type multiple uppercase letters or symbols, tap the **CAP** key.

Tap to add the word if this is the right one for you



2. To add a space, in addition to tapping the space bar, you can also tap and hold any key and then drag the stylus to the right. To backspace one character, instead of tapping the backspace key, you can also tap and hold any key and then drag the stylus to the left across at least two other characters.
3. To insert a "carriage return," tap and hold the stylus anywhere on the keyboard and drag down. When you use the input panel, your device anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is automatically inserted into your text at the insertion point. The more you use your Pocket PC Phone, the more words it learns to anticipate.

Note: To change word suggestion options, such as the number of words suggested at one time, go to **Start menu > Settings > Personal tab > Input > Word Completion tab**. For more information about Input settings, please see Chapter 5.

Using the Letter Recognizer

With the **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 select **Letter Recognizer** from the menu.
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, tap the question mark  next to the writing area when using Letter Recognizer.

Using the Block Recognizer

With the **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 select **Block Recognizer** from the menu.
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, tap the question mark  next to the writing area.

Using Transcriber

With **Transcriber**, you can write anywhere on the screen using the stylus, just as you would write on paper. Unlike **Letter Recognizer** and **Block Recognizer**, you can write a sentence or more. **Transcriber** reliably recognizes legible handwriting in cursive, printed, and mixed styles, as well as numbers and symbols. 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. It interprets stylus movement across the screen as handwriting input, and recognizes words from its integrated dictionary.

For specific instructions on using Transcriber, with Transcriber open, tap the question mark icon in the lower right corner of the screen. There is also a **Help** button available when you first invoke Transcriber. The Help messages provide many helpful details about usage.

To punctuate in Transcriber

1. Tap the keyboard button  on the tool bar.
2. Tap the desired punctuation.
3. Tap the keyboard button  again to hide the keyboard.

Using the Letter Shape Selector

The **Letter Shape Selector** feature allows you to adapt your personal writing style to maximize recognition.

1. Tap  on the toolbar.
2. A **Letter Shapes Selector** screen will appear:
 - At the bottom of the screen, select the character you wish to explore.
 - At the top of the screen, tap the picture of this character. It will slowly redraw, showing the writing sequence.
 - Select how often you write the character using that method.

When you finish selecting all the letters, you can save these as a profile by tapping **File > Save**, and enter a name for the profile. Initially, there are two profiles:

- **Master** is typically used by the Pocket PC Phone's primary user. This profile is unaffected by any **Guest** user settings.
- **Guest** is for temporary device usage by another person.

Editing and selecting text

Each input program provides cursor keys to move through text and backspace so that you can correct spelling, grammar, or insert additional information. Alternatively, you can use your stylus to make an insertion.

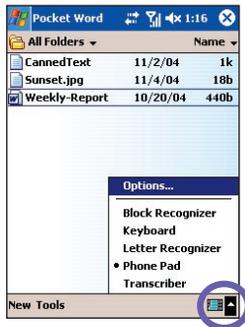
To select typed text, drag the stylus across the text you want to select. You can cut, copy, and paste text by tapping and holding the selected words, and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu.

2.3 Phone Pad

Phone Pad is a Soft Input Panel (SIP) application that provides a flexible alternate input method. With it, you can easily switch among three input modes (T9, Multi-Tap, and Numeric) plus a Symbols menu, with greater convenience.

Invoking Phone Pad

Phone Pad can be activated at any time, except when in the *Today* screen or when in *Camera* mode. To activate Phone Pad, press your stylus on the triangular-shaped icon in the lower right corner of the screen. This opens the menu illustrated in the figure below on the left. Select Phone Pad from the menu.



Using T9 to Input Text

By default, Phone Pad is in T9 mode. It is the easiest and most convenient way to input text in English. As you press alphanumeric buttons on the Phone Pad input panel, T9 tries to automatically match the letters you have selected with the most likely completed word.

To type a word: Simply tap on the numeric keypad.

To insert a word in the current application screen:

1. Tap any word in the Wordlist bar (directly above the keypad).
2. Tap the space key.
3. Select a word and tap “enter” to insert the word.

To enter a number:

1. Tap-and-hold on the desired number key on the Input panel.
2. Or, tap the  button to switch to numeric mode. Then tap the desired number(s).

To insert a tab: Tap and hold the Space key.

To scroll the Wordlist: Tap the left / right arrow keys.

To enter a capital letter: Tap the Shift key.

To add symbols:

1. Tap the **1** key to display the most frequently used symbols in the Wordlist area of the screen.
2. Or, tap the **sym** key to see all the symbols. Then, tap on the desired one(s) to enter to the Wordlist or application screen.



Using the Multi-Tap mode

Unlike the T9 input mode, the Multi-Tap input mode will not search for all the possible combinations of letters or try to guess at a partial word's completion. You need to manually enter all letters yourself to form words.

For example:

If you want to enter two consecutive “d” letters, tap the **3def** key once, wait one second, then tap again to enter the second “d.” Or, if you want to enter “e” into the Wordlist, you must tap the **3def** key twice quickly so that the “e” will be recognized, or tap three times quickly if you wish to enter the letter “f.”



Entering Numbers

When **123** is indicated as the input mode, each time you press a number button on the input panel, the associated number will display in the Wordlist panel.

After you have entered the desired number(s), tap the “Enter” button to move the numbers(s) from the Wordlist to the current position of the “insertion point” on the screen. Or, if you wish to add a space after the number(s), tap the “Space” button instead.



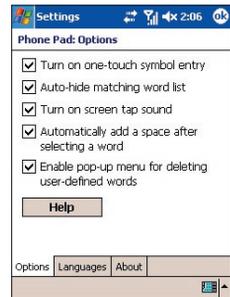
Phone Pad Options

You can customize various behaviors for Phone Pad, including the language database. The Phone Pad Options screen can be accessed in any of the following ways:

- Tap-and-hold on the **opt/sym** button in Phone Pad.
- Tap the triangular icon in the lower right corner of the screen. A menu opens. Select **Options** from the menu. Select **Phone Pad** in the *Input Method* field, and then tap the **Options** button.
- Select **Start Menu > Settings > Personal tab > Input**. Select **Phone Pad** in the *Input Method* field, and then tap the **Options** button.

Checkboxes in the *Options* tab are:

- **Turn on one-touch symbol entry**
Check this box to select one symbol at a time.
- **Auto-hide matching Wordlist**
Check this box to hide the Wordlist after you select a word.
- **Turn on screen tap sound**
Check this box to play a sound each time you tap a key in Phone Pad.
- **Automatically add a space after selecting a word**
Check this box to add a space automatically at the end of every word, after entering a word.
- **Enable pop-up menu for deleting user-defined words**
Check this option to display a pop-up menu whenever you tap on a word that is in the user database.



Note that there is also a **Help** button in the *Options* tab. Tapping this button takes you to the main Contents of the comprehensive Phone Pad Help messages.

2.4 Writing on the Screen

In any program that accepts writing, such as **Notes**, **Calendar**, **Contacts**, or **Tasks**, you can use your stylus to write directly on the screen. Write as you would on paper. You can edit and format what you have written, and convert the information into typed text at a later time.

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

Selecting handwritten characters

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

1. Tap  again to exit the writing mode. This helps to select the written text more easily.
2. Tap-and-hold the stylus next to the text you want to select. The “insertion point” cursor appears.
3. Without lifting, drag the stylus across the text you want to select.

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

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

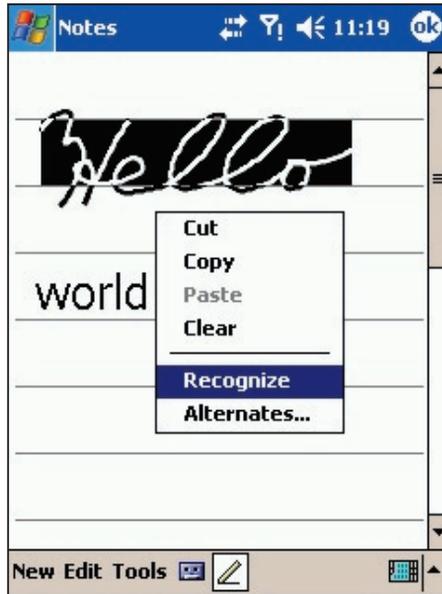
Converting writing into text

After handwriting the desired text on the screen, select **Recognize** from the Tools menu.

Or, if you only want to convert certain handwritten words, select them before tapping **Recognize** on the **Tools** menu. Or, tap-and-hold on the selected words, and then tap **Recognize** on the pop-up menu, as illustrated on the next page.

If a word is not recognized, it will be left as writing. And if the conversion is incorrect, you can select different words from a list of alternates, or return to the original writing.

Tap-and-hold on the incorrect word (tap one word at a time), then tap **Alternates** from the pop-up menu. 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 good recognition:

1. Write neatly.
2. 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 bottom line.
3. For better recognition, use a zoom level of 150% or higher by tapping **Tools > Zoom** to change the zoom level.
4. Write the letters of a word closely and leave big gaps between words so that the device can easily tell where words begin and end.
5. Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.

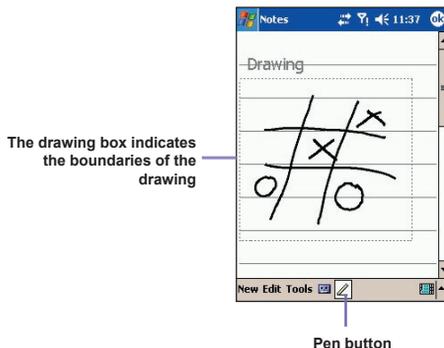
Note: If you edit or add to a word after attempting to recognize it, the new writing will not be included if you attempt to recognize it again.

2.5 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 re-sized, 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. The word “Drawing” displays, as shown in the example below, to notify you that the program considers this to be a drawing and not text.



To select a drawing

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

1. Tap-and-hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect the Pen icon and then drag to select the drawings you want.
2. You can cut, copy, and paste drawings by tapping and holding the selected drawing and then tapping an editing command on the pop-up menu or the Edit menu. To re-size a drawing, make sure the Pen icon is not selected, and drag a selection handle.

Note: To change the zoom level so it is easier to work with or view your drawing, tap **Zoom** on the Tools menu, then select a zoom level.

2.6 Recording a Message

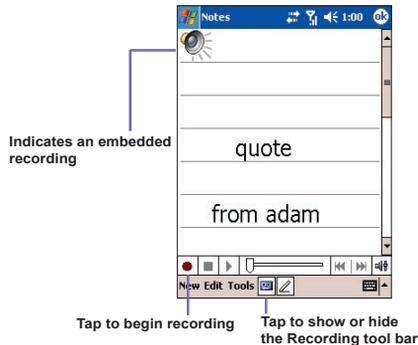
In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message. In **Calendar**, **Tasks**, and **Contacts**, you can include a recording in the **Notes** tab.

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 **Messaging** program, you can also add a recording to an E-mail message.

To create a recording

1. To add a recording to a note, open the note before recording, in **Start menu > Programs > Notes**.
2. If there is no **Record/Playback** toolbar near the bottom of the screen, tap  in the Command Bar.
3. Hold your device's microphone near your mouth or another sound source.
4. To start recording, tap . A beep will sound.
5. To stop recording, tap . Two beeps will sound. The new recording appears in the note list, or as an embedded icon as shown in the example below.
6. Tap OK in the upper right corner of the screen to save.



The new recording is stored in the open note, or as a stand-alone recording if no note is open. To play a recording, tap within a note that has been opened (like the one shown above), or tap the filename in the Notes list.

Using your Pocket PC Phone's Record button

You can also open the **Record/Playback** toolbar by pressing the **Record** button on your Pocket PC Phone (the uppermost button on the left side of the device, as illustrated in the previous chapter).

To quickly create a recording, hold down the **Record** button on the left side of your Pocket PC Phone. When you hear the beep, begin your recording and continue to depress the button. Release the button when you are finished.

Changing voice recording formats

You can select from various audio recording formats. Two of the ways to access this:

- **Start menu > Settings > Personal tab > Input**, then tap the **Options** tab at the bottom of the screen.
- If you are currently in the note list screen, tap **Tools > Options > Global Input Options**, and then the **Options** tab.

Select a format in the *Voice Recording Format* drop-down list.

Note: **PCM** (Pulse Code Modulation) is one of the Voice Recording Format choices. Although it provides slightly better sound quality, it cannot be used to create recordings that are embedded in Notes, and it requires much more storage space than the other choices.

2.7 Finding Information

The **Find** feature on your Pocket PC Phone helps you quickly locate the information you are looking for.

1. Go to **Start menu > Programs > Find**.
2. In the *Find* field, enter the filename, or alphanumeric string, or other information you want to search for. If you have looked for this item before, tap the downward-pointing triangle in the *Find* field, and select the desired item from the list.
3. By default, all data is searched. If you want to narrow your search, you can open the drop-down list in the *Type* field and select a category. For example, to quickly find data that is taking up storage space on your Pocket PC Phone, you can select **Larger than 64 KB**.
4. Tap the **Go** button. The **My Documents** folder and its sub-folders are searched.
5. In the **Results** list, tap the item you want to open.

Chapter 3

Using Your Pocket PC Phone

- 3.1 Preparing to use the Phone features of your Pocket PC**
- 3.2 Making a Call**
- 3.3 Smart Dialing**
- 3.4 Receiving a Call**
- 3.5 In-Call Options**
- 3.6 Contacts Information**
- 3.7 Photo Contacts**
- 3.8 Additional Dialing Information**
- 3.9 Securing Your Pocket PC Phone**



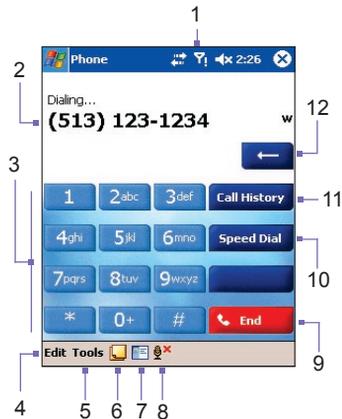
3.1 Preparing to use the Phone features

Like a standard mobile phone, you can use your Pocket PC Phone to make, receive, and keep track of calls, and send SMS/MMS messages. You can also take notes while talking, dial directly from Contacts, and easily transfer contacts between your SIM card and the RAM of your device.

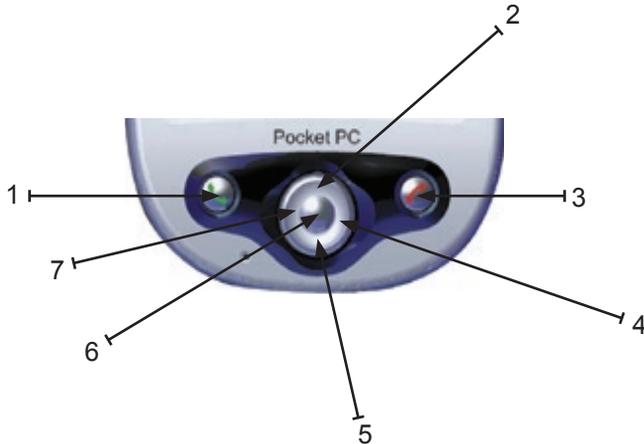
The Phone Dialer screen

To open the *Phone Dialer* Screen, select **Phone** from the Start menu, or press  on your Pocket PC Phone. From this screen, you can access Call History, Speed Dial, and Phone Settings. Components of this screen related to phone operation are:

1. Indicates the strength of the signal.
2. The contact name or the number you are dialing is displayed here.
3. Touch-screen keypad.
4. Clear, copy, or paste numbers.
5. Tap to access the phone settings or send text message.
6. Tap to make a Note during a call.
7. Tap to select an entry from your Pocket Contacts.
8. Mute / Unmute.
9. Tap to end a call.
10. Stores frequently-called numbers which you have previously defined, for convenient selection.
11. Tap to view all Call History records, including received, dialed, and missed calls.
12. Tap to backspace.



The Navigation Pad and Dialing



- 1. Phone Dialer Screen:** Press to activate the Phone Dialer screen.
Take Call: Press to take an incoming call.
Speakerphone: During a call, press and hold to turn the speakerphone ON or OFF.
Dial: Press to dial a phone number.
- 2. Scroll Up:** Press the upper part of the Navigation Pad to scroll up through a list, or enter **Call History**.
- 3. End Call:** Press to end a call, to close the Phone Dialer screen, or to end a GPRS connection.
- 4. Call History:** After launching the Phone Dialer screen, press the right side of the Navigation Pad to enter the **Call History** feature.
- 5. Scroll Down:** Press the lower part of the Navigation Pad to scroll down through a list, or to enter **Speed Dial** if the Phone Dialer screen is open.
- 6. Action button:** Press to select an item from a menu or a list.
- 7. Speed Dial:** After launching the Phone Dialer screen, you can press the left side of the Navigation Pad to switch to the **Speed Dial** screen.

Entering your PIN

Most SIM cards are preset with a PIN (Personal Identification Number). This PIN is provided by your operator, which you need to enter whenever you use your device. (For more information on installing your SIM card into your Pocket PC Phone, please see the **Quick Start Guide**.)

1. Enter the preset **PIN** assigned by your operator.
2. Tap the **Enter** button.

If your **PIN** is entered incorrectly three times, the SIM card will be blocked. If this happens, you can unblock it with the **PIN Unlocking Key (PUK)** from Operator.

Checking your connection

By default, your Pocket PC Phone will automatically connect to the Operator network once you have inserted a SIM card and entered the required PIN code. The icon  indicates that you are connected to a Operator network, or an affiliated provider. A full strength signal is indicated by . As the strength of the signal diminishes, so will the number of vertical bars in the icon, with no bars indicating no signal.

LEGAL NOTICE: In many countries you are required by law to turn off your phone on board an aircraft. Turning off the power of your Pocket PC Phone doesn't turn off the phone function. You must activate **Flight Mode** in order to disconnect the connection to the wireless network.

Turning on Flight Mode

To turn OFF your wireless connection to an active network, you can switch your phone connection mode to Flight Mode. You can turn the Flight Mode "On" or "Off" while still keeping your device turned on and using its other functions (even when Flight Mode is "On" and there is no phone connection).

1. While using any program on your Pocket PC Phone, tap  in the title bar at the top of the phone's display.
2. Tap the **Turn on flight mode** or **Turn off flight mode** option in the pop-up dialog box. (Select **Turn off flight mode** when ready to receive calls.)

You can use any programs on your device during a call. To quickly switch back to the Phone Dialer screen, tap , or go to **Start menu > Phone**.

Adjusting the phone volume

During a call, you can tap  to display a Slider Bar that lets you adjust the volume. Note that you can opt to adjust the phone volume  (ring) or device volume  (notification levels and MP3) by using the Slider Bars. Or, alternatively you can press the up/down Volume button on the left side of your device to access these Slider Bars.

You can tap the **Off** button to mute the volume. Or, if you tap the **Vibrate** button, sound will automatically be muted and the device will vibrate when an incoming call is received. The  icon will appear in the Title Bar at the top of the screen to indicate that Vibration mode has been set.

To adjust the conversation phone volume, you must do it during a call. Adjusting the volume at another time will affect the ring, notification, and MP3 sound levels.

3.2 Making a Call

With your Pocket PC Phone, you can make a call from **Dialer**, **Contacts**, **Speed Dial**, **Call History**, and **SIM Manager**.

Making a call from Phone Dialer

The most direct method is by using the Phone keypad.

1. Press the  button on your device to display the Phone Dialer screen.
2. Tap the digits of the desired phone number on the keypad, then tap the **Talk** button illustrated below, or press  again.

Backspacing and deleting

If you tap a wrong number, you can backspace by tapping the “back” arrow key to erase individual numbers one at a time.

You can also delete *all* the numbers in the window by selecting **Clear** from the Edit menu in the Phone Dialer screen.



Making a call from Contacts

You can make a call from **Contacts** in the following ways:

- Press the **Contacts** button near the upper left corner of your Pocket PC Phone.
- Find the contact, and then press the  button twice (once to send to the Phone Dialer screen and once to call).
- Tap  at the bottom of the Phone Dialer screen (shown on previous page). This will invoke **Contacts**. Select a contact in the contact list, and then press  twice.

By default, when the  button is pressed, the Work telephone number for that contact is dialed. However, you can customize it so that a different phone number, or the E-mail address for that contact (if any) is used instead.

- In the Contacts list, tap the letter (for example, “w”) in the right column next to the contact you want to customize. A pop-up menu will display the phone numbers and E-mail addresses for this contact with a dot next to the priority (default) number.
- In the pop-up menu, select the item you want to set as the default. For example, if you selected a mobile number, **m** will be shown in the right column next to the contact.
- Another way to change the default, without opening the pop-up menu, is to press the Left or Right button on the navigation pad when the Contacts screen is open. The letters representing the number of the selected contact will change as you “scroll” through them.

Tap the **w** here to pop up all the phone numbers, and E-mail address if any, for this contact.



Making a call from Call History

1. In the Phone Dialer screen, tap , or just press the Right button on the navigation pad.
2. Find the call details by first selecting the category it is filed under. For example, if it is in the Missed category, select **Missed** from the drop-down list accessed near the upper left corner. This helps you to narrow your search (vs. **All Calls**).
3. Use the navigation pad or your stylus to find and select the desired number and then press the  button, or tap the icon to the left of the number you wish to call.

Making a call from Speed Dial

Use **Speed Dial** to call frequently-used numbers with a single tap. The number must already exist in Contacts before you can create a Speed Dial entry.

1. On the keypad in the Phone Dialer screen, tap the **Speed Dial** button.
2. At the bottom of the next screen that appears, tap **New** in the Command Bar.
3. Tap the desired contact entry. The Speed Dial screen then opens and displays that contact's data. In the **Number** field, select the number you want to assign as the Speed Dial number.
4. In the **Location** field, tap the Up/Down triangular buttons and select an available number to assign as the new Speed Dial entry. (The first Speed Dial location is reserved for your Voice Mail).

By memorizing the position in the Speed Dial list of a number, you can dial the number by pressing and holding its position number. By default, the *Location* function will give you the next available position in the **Speed Dial** setting screen. If you want to put a number in a position that is already occupied, the new number will replace the number already there.

Tips for using Speed Dial

To create a Speed Dial entry from Contacts, press your stylus on the desired contact name to pop up a menu. Select **Add to Speed Dial...** and select an available location to assign as the new speed dial entry.

To delete a Speed Dial entry, go to the **Speed Dial** list, tap and hold the contact name in the box to the right of the assigned speed dial number, and then tap **Delete**.

Checking your Voice Mail

By default, the first Speed Dial location is your voice mailbox. When you insert your SIM card into your Pocket PC Phone, it will automatically detect and set, by default, the voice mailbox number of your service provider.

In the **Phone Dialer** screen, tap **Speed Dial** or press the Left button on the navigation pad to access your current Speed Dial list. Tap the **Voice Mail** entry, or highlight **Voice Mail** and then press .

Making a call from SIM Manager

SIM Manager allows you to view the contents of your SIM card, transfer SIM phonebook entries to the Contacts on your Pocket PC Phone, and make a call from your SIM card.

1. Select **Start menu > Programs > SIM Manager**. Wait for your SIM card contents to load.
2. Tap and hold the name or phone number of the person you wish to call, and then select **Call** from the pop-up menu.

3.3 Smart Dialing

Smart Dialing is an application that makes it easy for you to dial a phone number on your Pocket PC Phone. Smart Dialing searches the Phonebook entries in both the SIM card and Pocket Contacts, as well as numbers in Call History (Incoming, Outgoing, or Missed). As soon as you start entering numbers, Smart Dialing starts looking for matches, and lists them in the Smart Dialing window in the upper left area of your screen. Both Portrait and Landscape orientations are supported.

Starting Smart Dialing and basic usage

Smart Dialing starts running along with the Phone Dialer function, as soon as you start dialing a number. To open the Phone screen, select **Phone** from the Start Menu, or press the **Talk** button on the front of your Pocket PC Phone.

Tap the first digit of the number you want to dial. The **Smart Dialing** window will then appear in the upper left area of the Phone screen.

Smart Dialing starts looking for numbers that match the sequence you have entered thus far. It looks for matches in your SIM card, Pocket Contacts, and Call History. Matching is performed according to both the number and the letter associated with the selected button on the keypad.

Each time you tap an additional digit or delete a digit, the search is renewed and the result is re-displayed. The list may include phone numbers and/or Contact names associated with matching number sequences.



Making a call or sending a text message

To browse the list of matched items after you have entered one or more digits:

- Tap or , located at the right side of the result list.
- Or press the up/down buttons on the navigation pad.

To see more matched contacts, tap .

To call the selected contact:

- Tap the **Talk** button in the Phone screen.
- Or press the **Talk/Send** button on the front of your device.

If a contact number has displayed, then this contact has more than one phone number assigned to it. To call a different phone number associated with the selected contact:

- Tap and hold the selected contact to display a pop-up menu, then tap the phone number you want to call. An example is shown above.
- Or press the Left/Right buttons on the navigation pad to select the desired phone number, then tap the **Talk** button in the Phone screen; or press the **Talk/Send** button to call.

To send a text message to the selected contact, tap-and-hold on the selected contact to display a pop-up menu, then select **Send Text Message**.

To view or edit information associated with the selected contact (applies only to entries stored in your Pocket PC Phone's Contacts), press your stylus on the desired contact to display a pop-up menu, then tap on the contact's name or press the **Action** button.

Smart Dialing Options

You can customize various behaviors for the Smart Dialing utility. When in the Phone screen, select **Smart Dialing Options...** from the Tools menu. The *Options* screen shown on the previous page will open. Options include:

Enable Smart Dialing	Check this box to automatically launch Smart Dialing each time you start to tap numbers on the keypad (it is checked by default). If the checkbox is not checked, Smart Dialing will not open, and the standard operation of the Phone Dialer screen will be restored.
Enable drag-scroll	If this checkbox is checked, you will be able to scroll the list of matched items simply by dragging your stylus up or down within the list.
Enable double-click for dialing	When this checkbox is checked, you will be able to call an item in the list simply by double-tapping it.
Display numbers in standard format	When this checkbox is <i>not</i> checked, the numbers you enter will be displayed in the upper panel of the Smart Dialing window "as is," with no additional characters. For example, 5133215381. When this checkbox <i>is</i> checked, numbers will automatically be formatted with standard characters such as parentheses, spaces, and hyphens. For example, the above number would display as (513) 321-5381.
Scroll unit	The value in this field controls the increment of scrolling when you tap the "up" and "down" arrow icons at the right side of the Smart Dialing window. From the drop-down list box, select One line to scroll the list of matched items one line with each tap, or likewise Half page or One page .

3.4 Receiving a Call

Answering an incoming call

When you receive a phone call, a message will appear, giving you an option to either answer or ignore the incoming call.

1. Tap **Answer**, or press the  button on the front of your Pocket PC Phone.
2. Tap **Ignore**, or press the  button to silence the phone and reject the call. This may route the call to your Voice Mail, depending on your service provider.

Ending a call

Once an incoming or outgoing call is in progress, you can press the  button on the front of your Pocket PC Phone, or tap the **End** button in the Phone Dialer screen, to hang up.

3.5 In-Call Options

Putting a call on hold

Your Pocket PC Phone notifies you when you have another incoming call and gives you the choice of rejecting or accepting the call, as mentioned above. If you are already on another call, and accept the new call, you can choose to switch between the two callers, or set up a conference call between all three parties.

1. Tap **Answer** to take the second call and put the first one on hold.
2. To end the second call and go back to the first one, tap the **End** button in the Phone Dialer screen, or press the  button.

Swapping between calls

You can choose to switch back and forth between two callers by tapping the **Swap** button in the Phone Dialer screen.

Setting up conference calls

1. Either put a call on hold, then dial a second number and wait for it to be picked up. Or, accept a second incoming call when you already have one in progress.
2. In the screen that appears, tap the **Conference** button.
3. If the conference connection is successful, the word "Conference" will appear at the top of the Phone Dialer screen.
4. To add additional people to your conference call, tap the **Hold** button, enter the number, and then tap the **Resume** button to return and continue.

Making notes during a call

Regardless of whether you call from the **Phone Dialer**, **Contacts**, **Call History**, **Speed Dial** or **SIM Manager** screens, you can take notes during a call. After you have finished the note, it will be saved as an attachment to your call in one of the **Call History** folders.

1. During a call, tap the  icon at the bottom of the screen.
2. Use any of the input methods to record your note and then tap **OK**. You can finish your note during or after the call.

Viewing a note

- In the **Call History** list, tap-and-hold on the desired number, then tap **View Note** in the pop-up menu.
- Or, go to **Start menu > Programs > Notes**, and then tap the name of the file in the list. (For more information, see Chapter 2 and Chapter 7).

Turning on the speakerphone

Your device has a speakerphone, allowing you to talk hands-free or let other people listen to the conversation.

1. Wait until the phone is ringing.
2. Hold down  until the speakerphone comes ON and the icon  appears in the status bar.
3. To turn OFF the speakerphone hold down  again.

To avoid damage to your hearing, do not leave your Pocket PC Phone on speakerphone mode and hold it against your ear.

Muting a call

You can mute your microphone during a call so that you can hear the caller, without being heard by the caller. In the **Phone Dialer** screen, tap  to mute or un-mute a call.

3.6 Contacts Information

Contacts can be imported in the following ways:

- From your SIM card: Use your SIM card on your Pocket PC Phone and another device; while using the other device, you create one or more new contacts on the SIM card.
- From your Call History: New contact numbers can be found in incoming or missed calls.

NOTES:

- Importing allows you to back up your SIM phonebook entries to your Pocket PC Phone.
- Setting Speed Dial numbers is based on the contacts in your Pocket PC Phone's Contacts, not on the SIM card entries.
- Creating contacts in Pocket Contacts allows you to create more detailed records.
- The same data in your Pocket Contacts is used when in the **Photo Contacts** utility.

SIM Manager

Creating a SIM contact:

1. To invoke **SIM Manager**, select **Start menu > Programs > SIM Manager**. Wait for your SIM card contents to load.
2. After the SIM contents have loaded, tap **New**.
3. Fill in the **Name** and **Phone** details, then tap **Add**.

Transferring contacts from SIM to Contacts:

In SIM Manager, tap **Tools > Select All > Save to Contacts**. Press and hold the center of the navigation pad when a contact has been selected, or press your stylus on a contact in the list. Select **Save to Contacts** from the pop-up menu.

Saving your own numbers

You can choose to save your personal phone numbers in a separate screen in **SIM Manager**.

1. Select **Start menu > Programs > SIM Manager > Tools > List of Own Numbers**.
2. Add a number to the screen, and then tap **OK**.

Call History

When in the Phone Dialer screen, tap the **Call History** button, or press the Central button on the navigation pad, to view the Call History list.

Adding a phone number from Call History to Contacts

1. In the Call History screen, select the item whose details you want to add to Contacts.
2. Press your stylus on that item in the Call History list, or press and hold the Action button on the navigation pad. Select **Save to Contacts** in the pop-up menu that appears.
3. In the **Save to Contacts** screen, add additional contact details if desired, then press the Action button or tap **OK**.

The “call details” in **Call History** will then be amended and displayed under the name (not the phone number), when the contact is created.

Viewing information about calls

Near the upper left corner of the screen, under the Title Bar, a drop-down list can be accessed by tapping on the downward-pointing triangle. Select a category from the drop-down list. Calls are categorized as follows:

- **All Calls:** Displays all calls made to and from the Pocket PC Phone in chronological order.
- **Missed:** Displays calls that were not answered.
- **Outgoing:** Displays calls made from the phone.
- **Incoming:** Displays calls made to the phone.
- **By Caller:** Lists all entries in your Pocket Contacts alphabetically. Tapping on a contact will then list the calls associated with that contact.

Viewing call duration

Go to **Call History**, find the desired call, and then tap once on the “time called” or “date called” at the right side of the screen. The duration of that call will then be displayed.

Deleting individual calls

Tap-and-hold on the call to be deleted. Select **Delete** from the pop-up menu.

Deleting all calls

Select **Delete all Calls** from the Tools menu.

Periodically clearing the Call History data

Select **Call Timers...** from the Tools menu. Select a time period in the drop-down list under **Delete call history items older than**, then tap **OK**.

3.7 Photo Contacts

The **Photo Contacts** application makes your Pocket PC Phone more fun to use. It allows you to assign “Photo IDs” to the entries in your **Contacts**. Then, when a person calls you (for whom you have previously assigned an image in **Photo Contacts**), that image will appear on your Pocket PC Phone’s incoming call screen. Use the rich set of features to get the photos displayed with the size, position, and animated template you want.

Creating a new photo contact

1. Select **Start menu > Programs > Photo Contacts** to open the main Caller ID screen (illustrated on the next page).
2. Select a contact from the list, or create a new one by selecting **New** from the Edit menu. The entries you see listed in the Caller ID screen fully mirror those in your Pocket Contacts.
3. Select **Assign Photo...** from the Edit menu.
4. Tap the field next to **Type** to select the type of files you want listed: **JPEG, BMP, GIF, or All**. You can also specify a particular folder to be searched. (Note that both still GIF files and animated GIF files can be used as a Photo ID.)
5. Tap a picture file, then **OK** in the upper right corner of the screen, and **OK** again in the next screen. You will be returned to the initial Caller ID screen. You can see the image at the bottom of the screen, now assigned to the selected Contact entry as a Photo ID.

Previewing and adjusting settings

In Step 5 above, after you tap **OK** once, you will arrive at the “preview and display settings” screen. In this screen, you can:

- Add extra style by assigning a template to the photo. Some sample Photo Contacts templates (animated graphical templates that can frame your assigned photos) are included in your Pocket PC Phone’s local storage in the **My Documents\Templates** folder. Choose one in the **Template** field drop-down list (or choose *None* if you only want the photo alone to display during incoming calls).
- Choose how you want the photo to fit into the Incoming Call window.
- Opt whether or not to enlarge the photo if it happens to be smaller than the allowed ID window (this makes more efficient use of the allowed ID window space).
- If you choose *not* to use a template, you can select a Size and Position (to be used in the Incoming Call window) for the picture.
- Specify various font and color attributes (tap the **Options** button).
- View any of these changes before actually saving them, by tapping **Preview**.

Toolbar Icons

The Toolbar provides a convenient way for you to select frequently-used commands. From left to right, the functions of the icons on the Toolbar are:

	Create a new Contact entry (same as New... on the Edit Menu).
	Modify data for the selected Contact entry (same as Edit... on the Edit Menu).
	Delete the selected Contact entry (same as Delete on the Edit Menu).
	Assign a Photo ID to a Contact entry (same as Assign Photo... on the Edit Menu).
	Remove a Photo ID assignment (same as Unassign Photo on the Edit Menu).
	Assign a ring tone to a Contact entry (same as Assign Ringtone... on the Edit Menu).
	Remove a ring tone assignment (same as Unassign Ringtone on the Edit Menu).
	Preview the current Photo/template assignment (same as Preview... on the View Menu).
	Invokes "Detailed View" for the current entry (same as Properties... on the View Menu).



Assigning a photo directly from the camera

1. Select **Start menu > Programs > Photo Contacts**.
2. Select a contact from the list in the Caller ID screen, or create a new one by selecting **New** from the Edit menu.
3. Select **Assign Photo from Camera** from the Edit Menu. You will be switched to Camera mode and allowed to take one new photo.
4. After you take the picture, the “Display Settings and Preview” screen will appear. Choose the desired settings, then tap OK to assign the newly-captured image as a Photo ID.

Unassigning a photo

1. Select **Start menu > Programs > Photo Contacts**.
2. Select the contact entry whose Photo ID assignment you want to remove.
3. Select **Unassign Photo** from the Edit menu. Tap **Yes** in the pop-up box to confirm.

Viewing your contacts by photo

1. Select **Start menu > Programs > Photo Contacts**.
2. Tap the **Photo Dialer View** icon in the Command Bar at the bottom of the screen. Or, select **Photo Dialer View** from the View menu. This will display the Photo IDs you have assigned, in a thumbnail view. Contacts for whom no Photo ID has been assigned will not be listed.

In the Photo Dialer view mode, the View Menu contains three additional commands that allow you to specify the size of the thumbnail images: **Large Thumbnails**, **Normal Thumbnails** and **Small Thumbnails**.

To switch back to the default Contacts List View, tap the **Contacts List View** icon in the Command Bar at the bottom of the screen. Or, select **Contacts List View** from the View menu.

Switching to Detailed View

Detailed View utilizes the full screen to display the Photo ID and all data that has been entered for a particular contact. First select the desired contact entry, then use any of these methods:

- Select **Properties...** from the View menu.
- Tap the **Properties** icon on the Toolbar.
- Press the Action button on your Pocket PC Phone.
- Double-tap a Contact entry.
- Select **Photo View** from the Tools menu when using the **Pocket Contacts** application, if you have previously used the options in Photo Contacts (Tools menu > Options > General tab) to place that command on the Tools menu.

Once you are in Detailed View, you can tap the Left and Right arrows (in the lower left corner of the screen) to display the Previous or Next sequential contact.

If you double-tap on a URL in the Detailed View screen, Pocket Internet Explorer will be invoked and will be directed to that URL. If you double-tap on an e-mail address, the Messaging screen will open. If you double-tap on a phone number, it will automatically be dialed.

To exit Detailed View, tap OK in the upper right corner of the screen.

Disabling the display of Photo IDs during incoming calls

Select **Options...** from the Tools menu. By default, in the *General* tab, the **Display photo during incoming or waiting call** checkbox is checked. If you uncheck this checkbox and then tap OK, your Pocket PC Phone will recover its original background image for incoming calls, and the Caller ID Incoming Call monitor will be unloaded from memory.

No Photo IDs will display during incoming calls, when this checkbox is not checked. However, the Photo Contacts application still functions normally on your device, and displays Photo IDs in the Contact list.

Managing your groups and assigning group photos

You can create, rename, and delete groups, and assign/unassign Group Photo IDs, using the **Manage Group...** command on the Tools menu. Group Photo IDs are assigned in the same basic manner as individual contact Photo IDs.

If a contact has no individually-assigned Photo ID, but belongs to a group to which a Group Photo ID has been assigned, then the group Photo ID will display during incoming calls from that contact.

After one or more groups have been created, then you can assign contacts to groups using **Assign Group...** on the Edit menu. To remove a contact from a group, use **Unassign Group** on the Edit menu.

Show Contact Names Only

When **Show Contact Names Only** is selected on the View menu, only the name of each Contact entry (no phone number or other data) will be listed. This may be desirable, for example, if others can see your Pocket PC Phone's screen, and you don't want them to be able to view the phone numbers. The Photo ID (if any) will still be displayed.

Set Default Photos...

By default, three animated GIF files are already assigned to the following situations.

Unknown photo	This photo will display whenever the phone number of the incoming call is not known to Caller ID because no phone number was “passed in” to your Pocket PC Phone. This would occur if the person calling you has blocked their phone number from being displayed to the receiver, or has not enabled the broadcast of their Caller ID.
Not-found photo	This option in the Set Default Photos screen lets you assign a generic Photo ID to any incoming call from a person whose number is not found in your Contacts. That is, the phone number of the incoming call is known, but has no matching entry in your Contacts.
Default photo	This photo will display when the incoming call is found to be from a matching entry in your Contacts database, but so far there is no individually-assigned Photo ID for either that individual Contact entry, or for the Group it belongs to.

Select **Set Default Photos...** from the Tools menu. The *Set Default Photos* screen lets you assign, unassign, and preview all three of these default Photo IDs. Just select a photo type (**Unknown Photo**, **Not-found Photo**, and **Default Photo**), then use the **Assign...**, **Unassign**, or **Preview** buttons which operate the same as their counterparts on the Edit and View menus.

Assigning a Ringtone

This feature allows you to assign ringtones to your Contacts entries, or to the phonebook entries on your SIM card.

Select a contact, then select **Assign Ringtone...** from the Edit menu, or tap the icon (illustrated earlier) on the Toolbar. You may want to use the **Type** drop-down list to filter out a certain type of sound file; the supported file types are listed there (WMA, WMV, WAV, 3GP, MIDI, MP3, MP4, etc.). Select the desired sound file from the list. If **Auto-Play** is selected, the sound file will also be previewed when you tap it in the list.

Tap OK in the upper right corner of the screen to assign the ringtone to that contact.

It can be unassigned at any time using **Unassign Ringtone** on the Edit menu, or the **Unassign Ringtone** button on the Toolbar.

NOTE: Ringtones can be previewed along with the Photo ID. First, make sure the **Play Ringtone during Preview** command on the View menu has a checkmark next to it. Then select **Preview** from the View menu, or tap the **Preview** button on the Toolbar, to preview both the Photo ID and the assigned ringtone.

3.8 Additional Dialing Information

Making an emergency call

Enter the international emergency number **112**, then tap the  button in the Phone Dialer screen, or press the **Talk** button  on the front of your Pocket PC Phone.

Additional emergency numbers may be included on your SIM card. Contact your operator for more information.

Making an international call

1. Tap and hold the  key until the **+** sign appears. The **+** replaces the international prefix of the country where you are calling.
2. Enter the full phone number you want to dial. It includes country code, area code (without the leading zero, if any) and phone number.
3. Tap the **Talk** button in the Phone Dialer screen, or press the  button on the front of your Pocket PC Phone.

SIM Tool Kit (STK)

A SIM card must be inserted in your Pocket PC Phone in order to use this feature, which allows you to access a range of information services provided by your operator.

Tap **Start menu > Programs > STK**. A list of services provided by your operator should appear. To access a service, tap the related item in the list.

3.9 Securing Your Pocket PC Phone

You can customize the level of security you want to have on your Pocket PC Phone by locking the keypad, the entire device, or the SIM card.

Locking the keypad

The keypad lock turns off the keypad functionality. This is a helpful feature if, for example, your Pocket PC Phone is turned off and in your pocket, and you want to prevent accidental keypress.

Select **Settings** from the Start menu. In the *System* tab, tap **Button Lock**. In the *Button Lock* screen, tap **Lock all buttons except Power button**, then tap OK.

To unlock the keypad, select **Do not lock buttons**, then tap OK.

Locking your Pocket PC Phone

Locking your Pocket PC Phone prevents access to personal data. When you enable this feature, your Pocket PC Phone will automatically lock after a specified time of inactivity. A screen will then be displayed, requiring your Pocket PC Phone "lock password" to be entered before access is granted.

Select **Settings** from the Start menu. In the *Personal* tab, tap **Password**. In the *Password* screen, check the **Prompt if device unused for** checkbox. In the drop-down list, select the desired increment of time. For example, if you select 2 hours, then your Pocket PC Phone will lock after 2 hours of inactivity passes.

In the **Password Type** field, select the type of password you would like to use: **Simple 4 digit** or **Strong alphanumeric**. A strong password must have at least **7 characters** that are a combination of uppercase and lowercase letters, numerals, and punctuation.

Enter the desired password in the **Password** field. If you wish, you can tap **Hint** at the bottom of the screen to provide a password hint to yourself, in case you forget your password someday.

After you tap OK to save the password, then in the future, whenever you select **Start menu > Settings > Password**, a different *Password* screen will display, in which you must first enter your password before you can proceed to the next screen.

To unlock your Pocket PC Phone, and disable the password requirement, uncheck the **Prompt if device unused for** checkbox, then tap OK. In the next dialog box, tap **Yes** to confirm.

Locking the SIM card

You can protect your Pocket PC Phone from unauthorized use by requiring a PIN (Personal Identification Number) in conjunction with phone usage. Your first PIN is assigned by your operator. To enable or change it:

1. In the Phone Dialer screen, select **Tools menu > Options > Phone** tab.
2. Select **Require PIN when phone is used**.
3. To change the PIN at any time, tap **Change PIN**.

Chapter 4

Synchronizing

- 4.1 Using ActiveSync
- 4.2 Synchronizing Outlook Information
- 4.3 Infrared and Bluetooth Connection
- 4.4 ActiveSync Errors



4.1 Using ActiveSync

With **ActiveSync** on both your PC and your Pocket PC Phone, you can exchange information between a PC or server and your Pocket PC Phone. This process is called “synchronization.” To synchronize your Pocket PC Phone with your PC, you must install ActiveSync on the PC. *ActiveSync is already installed on your Pocket PC Phone.*

Using ActiveSync, you can:

- Synchronize information between your Pocket PC Phone and PC or server so that you have the latest information in all locations.
- Change synchronization settings and synchronization schedule.
- Copy files between your Pocket PC Phone and PC.
- Back up and restore information saved on your Pocket PC Phone.
- Add programs to your Pocket PC Phone.
- Remove programs from your Pocket PC Phone.

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

You can synchronize information between your Pocket PC Phone and a server if your company or service provider is running **Exchange Server** with **Exchange ActiveSync**.

Installing ActiveSync

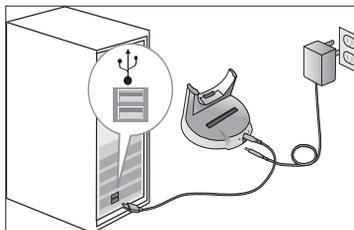
Install ActiveSync on your PC from the *Application CD* that came with your Pocket PC Phone. Or, download the software free from <http://www.microsoft.com/windowsmobile>.

Once ActiveSync is installed on your PC, you will be prompted to connect, and create a partnership with, your Pocket PC Phone by using a cable, cradle, infrared, or Bluetooth connection.

Connecting to a PC via a cable or cradle

Connect your Pocket PC Phone and PC via a cable or cradle to start synchronization. Your first synchronization will automatically begin when you finish the installation wizard. After the first synchronization, you will notice that your PC’s Outlook information now appears on your Pocket PC Phone.

To disconnect, remove your Pocket PC Phone from the cradle or detach it from the cable.



Connecting to a PC by Infrared

You can use an infrared connection to create a direct connection between your Pocket PC Phone and another IR-enabled mobile device or PC quickly. This method is ideal for quickly switching between multiple devices, since there are no cables or adapters to change. (When creating a partnership, you must connect using infrared, a cable, or a cradle connection.)

1. Set up an infrared connection. (Install and configure an infrared port on your PC according to the manufacturer's instructions).
2. Switch to the infrared port on your desktop computer: On the File Menu of the ActiveSync running on your desktop PC, click **Connection Settings**.
3. In the **Allow serial cable or infrared connection to this COM port list**, select **Infrared Port (IR)**.
4. Align the infrared ports on your PC and your Pocket PC Phone so that they are unobstructed and within close range.
5. On your Pocket PC Phone, select **ActiveSync** from the Start menu. The ActiveSync screen appears. Select **Connect via IR...** from the Tools menu in this screen.



4.2 Synchronizing Outlook Information

This section provides an overview of the types of **Outlook** information you can synchronize. By default, ActiveSync does not automatically synchronize all types of Outlook information. Use ActiveSync Options on your desktop PC to turn synchronization on and off for specific information types.

Synchronizing Outlook E-mail

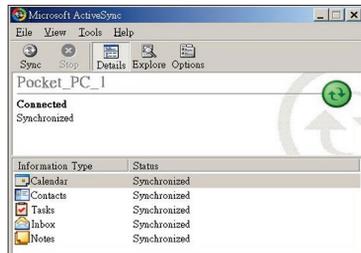
After selecting **Inbox** for synchronization in ActiveSync, Outlook E-mail messages are synchronized as part of the general synchronization process. During synchronization:

- Messages are copied from the Inbox folder on your desktop PC or the Exchange Server to the Inbox folder of the Outlook E-mail account on your Pocket PC Phone. You can only synchronize information directly with an Exchange Server if your company or service provider is running Mobile Information Server 2002 or later. By default, you'll receive messages from the last three days only; the first 100 lines of each new message; and file attachments of less than 100 KB in size.
- Messages in the Outbox folder on your device are transferred to Exchange or Outlook and then sent from those programs.
- The messages on the two computers are linked. When you delete a message on your device, it's deleted from your PC the next time you synchronize.
- Messages in subfolders in other E-mail folders in Outlook are synchronized only if they have been selected for synchronization in ActiveSync.

For information on initiating Outlook E-mail synchronization or changing synchronization settings, see **ActiveSync Help** on the PC or **Connections Help**. Text messages (SMS) and Media messages (MMS) are not received through synchronization. Instead, they are sent to your device via your service provider.

Synchronizing Calendar

- **Calendar** items stored on your Pocket PC Phone can be synchronized with calendar items on your PC or Exchange Server. You can only synchronize information directly with an Exchange Server if your company is running Mobile Information Server 2002 or later. Calendar synchronization is automatically selected in ActiveSync.
- Calendar items entered on one computer are copied to the other during synchronization. Handwritten notes and drawings are saved as metafiles (pictures).



Synchronizing Contacts

- **Contacts** stored on your Pocket PC Phone can be synchronized with Outlook contacts stored on your desktop PC or with Mobile Information Server 2002 or later.
- New items entered in one location are copied to the other during synchronization. Handwritten notes and drawings are saved as pictures when synchronizing with your PC, but are removed when synchronizing with a server. For more information on synchronization, see **ActiveSync Help** on the desktop PC.

Synchronizing Tasks

- **Tasks** stored on your device can be synchronized with Outlook on your PC. Task synchronization is automatically selected in ActiveSync.
- New items entered on one computer are copied to the other during synchronization. Handwritten notes and drawings are saved as metafiles (pictures). For more information on synchronization, see **ActiveSync Help** on the PC.

Synchronizing Notes

Notes can be synchronized between your desktop PC and Pocket PC Phone either through Notes synchronization or File synchronization. **Notes** synchronization synchronizes the Notes on your Pocket PC Phone with **Outlook Notes** on your PC. **File** synchronization synchronizes all Notes on your Pocket PC Phone with the *My Documents* folder on your PC.

To synchronize your Notes through Notes synchronization, first select the **Notes** information type for synchronization in **ActiveSync**. The next time you synchronize, all Notes in *My Documents* and its subfolders on your device will appear in **Outlook Notes** on your PC. Notes that contain only text will appear as regular notes in Outlook on your PC, while Notes containing written text or drawings will appear in the device format. In addition, all Notes in the **Notes** group in Outlook on the PC will appear in **Notes** on the device.

To synchronize your Notes as files, in ActiveSync, select the **Files** information type for synchronization and clear the **Notes** information type. When you select **Files**, the *My Documents* folder is created on your PC's desktop. All **.pwi** files placed in the *My Documents* folder on your device and all **.doc** files placed in the *My Documents* folder on your PC will be synchronized. (Password-protected files cannot be synchronized.) ActiveSync converts documents during synchronization. For more information on synchronization or file conversion, see **ActiveSync Help** on the PC.

When you delete or change an item, on either your desktop PC or your Pocket PC Phone, that item will be changed or deleted in the other location the next time you synchronize.

If you synchronize your Notes using File synchronization, and then later decide to use Notes synchronization, all of your Notes will be synchronized with Outlook on your PC and will no longer be stored in the *My Documents* folder.

4.3 Infrared and Bluetooth Connection

Infrared

You can use Infrared (IR) to send and receive information and files between mobile devices. If an IR port is installed on your PC, you can send and receive information and files between your Pocket PC Phone and PC.

On your Pocket PC Phone, select **Start menu > Settings > Connections tab > Beam**. By default, the **Receive all incoming beams** checkbox is checked, meaning that your device detects incoming **Infrared** and **Bluetooth** beams, and prompts you to accept them. If you do *not* want your Pocket PC Phone to detect or receive beams, clear the **Receive all incoming beams** checkbox.

NOTE: If someone attempts to send you an Infrared beam from an older device, you may not be prompted to accept it. In this case, before the beam is sent from the other device, tap **Receive an infrared beam** at the bottom of the *Beam* screen.

Bluetooth

1. Make sure that your Pocket PC Phone is configured to receive incoming beams.
2. Make sure that your Pocket PC Phone is turned on, Bluetooth-discoverable, and within 10 meters (about 30 feet) of the other device beaming the information.
3. When prompted to receive an incoming beam, tap **Yes** to accept the beam.

For more information about **Bluetooth** and its settings, please see Chapter 6.

4.4 ActiveSync Errors

Whenever ActiveSync cannot successfully synchronize your information, it displays an error on your Pocket PC Phone.

Viewing error information

Press the Action button when the error text is displayed. ActiveSync will then display more information about the error that occurred.

Some types of errors can interfere with automatic synchronization. If you suspect that a scheduled automatic synchronization has not occurred, you should attempt to manually synchronize your information. Successfully completing manual synchronization will reset automatic synchronization. For more information, see the **Synchronizing Information** section of **ActiveSync Help** on your desktop PC.

Chapter 5

Personalizing Your Pocket PC Phone

5.1 Device Settings

5.2 Phone Settings



5.1 Device Settings

You can adjust your Pocket PC Phone's settings to suit the way you work. To see available options, select **Settings** from the Start menu. The *Personal* settings screen is displayed by default. Tap the *System* tab at the bottom of the screen to access the *System* settings screen. The options on each of these screens is summarized in the tables below.

The Personal tab

Icon	Program
	Buttons Assigns an application program to a hardware button on your Pocket PC Phone.
	Input Sets up the input functions of your device.
	Menus Lets you decide what items will reside on the Start menu, and lets you enables a pop-up menu from the New button (and specify items to appear on that menu as well).
	Owner Information Lets you enter your Owner/contact information.
	Password Limits access to your device.
	Phone Sets up the phone function of your wireless feature.
	Sounds & Notifications Enable/disable sounds/vibration for events, programs, notifications, screen taps, and hardware buttons.
	Today Customizes the look and the information that appears on the Today screen.

NOTE: For information about the *Connections* tab of Settings, please see Chapter 6.

The System tab

Icon	Program
	<p>About Displays device information such as copyright, amount of memory installed, and lets you change the device name.</p>
	<p>Add Ring Tone Listen to and select ring tone files to be added to the selection box in the Phone.</p>
	<p>Backlight Customizes the backlight and brightness for power saving purposes.</p>
	<p>Button Lock Enables you to lock the buttons on your device (except Power button) when it is off.</p>
	<p>Certificates Displays the names of certificate issuers and expiration dates, and lets you use personal certificates to positively identify yourself to others.</p>
	<p>Clock & Alarms Lets you change the time, choose time zones, and set alarms.</p>
	<p>Device Information Find information about version, hardware, identity, and call duration.</p>
	<p>Memory Displays Main memory allocation status, Storage card memory, and current running programs. Running programs can also be stopped from this screen.</p>
	<p>Microphone AGC Adjusts the volume of your voice automatically to create an "even level" when you are recording.</p>
	<p>Permanent Save Saves contacts to permanent flash memory.</p>
	<p>Power Displays Main and Backup battery levels, and lets you specify automatic power-off and even change CPU speed.</p>
	<p>Regional Settings Lets you choose the format/display of symbols for numbers, currency, time, date, according to region.</p>
	<p>Remove Programs Displays all programs in storage that you have installed, and lets you remove them if you no longer need them or want to free up some memory.</p>
	<p>Screen You can set the orientation, re-calibrate it, adjust the size of text on the screen, and enable/disable the Clear Type feature.</p>



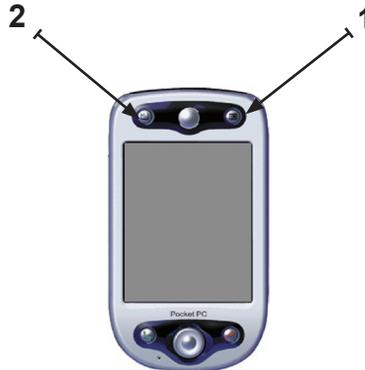
Buttons

This feature lets you customize the program hardware buttons to invoke your most frequently-used programs.

1. Tap **Start** > **Settings** > the **Personal** tab > **Buttons** > the **Program Buttons** tab.
2. Under **Select a button**, tap the button whose assignment you want to change.
3. Under **Assign a program**, tap the application you want to assign to this button.
4. Tap **OK** in the upper right corner of the screen. After this, whenever you press the hardware button you specified in Step 2, the application you specified in Step 3 will be invoked.

Default settings:

- 1 - Calendar
- 2 - Contacts
- 3 - Camera
- 4 - Record voice note



In the **Up/Down Control** tab, **Delay before first repeat** changes the time elapsed before scrolling begins. **Repeat rate** changes the time it takes to scroll from one item to the next. Press and hold the Up/Down control to scroll through the items in a list to adjust.



Input

Select **Settings** from the Start menu, then tap **Input** in the *Personal* tab.

In the **Input Method** tab, you can select an input method and change desired options. The available input methods (Block Recognizer, IntelliPad, Keyboard, Letter Recognizer, and Transcriber), were explained in Chapter 2.

In the **Word Completion** tab, select the desired settings, such as adding a space after a word automatically, or suggested word completion.

In the **Options** tab, select the desired options for writing and voice recording. These options apply to any program on the device that let you record or write. However, note that these options do *not* apply to text you enter using the Input panel.

You can also change input options by tapping the  arrow in the lower right corner of the screen and then select **Options** from the menu.



Menus

Select **Settings** from the Start menu, then tap **Menus** in the *Personal* tab.

A maximum of seven programs are allowed to reside on the Start menu. After you tap **Menus** in the *Personal* tab of Settings, you can use the **Start Menu** screen to add the programs you use most often to the Start menu, if desired.

In the **New Menu** tab, you can check the **Turn on New button menu** checkbox and then select the items you want to appear on the menu. After you do this, an arrow appears next to **New** in the command bar of certain programs such as **Pocket Word**, **Pocket Excel**, **Contacts**, **Calendar** and **Tasks**. You can tap this arrow and then tap a new item to create.

TIP: You can create subfolders and shortcuts to appear under the Start menu. In **ActiveSync** on your PC, click the **Explore** button, and then go to **My Pocket PC > Windows > Start Menu**.



Owner Information

Select **Settings** from the Start menu, then tap **Owner Information** in the *Personal* tab.

In the **Identification** screen, you can enter your name, company, address, telephone number, and E-mail address.

In the **Notes** screen of Owner Information, you can optionally enter any additional text you want to display when the device is turned on, such as: "Reward if found."

In the **Options** tab, you can separately specify whether or not you want the data to be displayed when your Pocket PC Phone is turned on, by checking the **Identification information** checkbox and/or the **Notes** checkbox.

 **Password**

This feature will “lock” your Pocket PC Phone if not used for a period of time specified by you. You would then need to enter your password to “unlock” it.

1. Select **Settings** from the Start menu, then tap **Password** in the *Personal* tab.
2. To enable this function, select how long your Pocket PC Phone must be unused before the password is required for using the device, by tapping **Prompt if device unused for**.
3. Select the type of password you would like to use: **Simple 4 digit** or **Strong alphanumeric**. A strong password must have at least **7 characters** that are a combination of uppercase and lowercase letters, numerals, and punctuation.
4. Enter the password and, if necessary, confirm the password.
 - If your device is configured to connect to a network, use a strong password to help protect network security.
 - You can optionally enter a hint to remind you of your password, using the **Hint** tab. If you forget your password, you must clear the memory before you can access your device. This will erase all files and data you have created and programs you have installed. For more information about clearing memory, please see Appendix A.
 - If you've used **ActiveSync** to create a backup file, all of your program data can be restored. For more information on creating a backup file, also see Appendix A.

**Sounds and Notifications**

Turning off sounds and the notification light helps conserve battery power. To change the ring type and volume:

1. Select **Settings** from the Start menu, then tap **Sounds and Notifications** in the *Personal* tab.
2. In the **Sounds** tab, select the items for which you want to enable a sound.
3. In the **Notifications** tab, you can customize how you are notified about different events. Select the event name and then select the type of reminder. You can select a particular sound (and play it immediately if you want to preview it), and/or vibration, as the notification.

**Today****Changing the Today screen background**

1. Select **Settings** from the Start menu, then tap **Today** in the *Personal* tab.
2. In the **Appearance** tab, select the desired theme for the background. To use your own background, check the **Use this picture as the background** checkbox, then tap **Browse** to locate and select the desired file. Choose a folder and tap the file you want, then tap **OK**.

NOTE: The recommended picture size for the background is 240 x 320 pixels in JPEG file format. To beam a favorite theme to a friend, select the desired theme, then tap **Beam** on the **Appearance** tab.

Customizing the displayed information

Tap the **Items** tab. In the *Items* screen, you can select which items of information will be displayed in the *Today* screen. You can also use the **Move Up** and **Move Down** buttons to adjust the sequence.

In addition, to customize the information further, you can select an item and then tap the **Options...** button (not available for all information types).



About

Select **Settings** from the Start menu, then tap **About** in the *System* tab.

The **Version** tab of the *About* screen displays important device information, including the amount of memory installed. In the **Device ID** tab, you may need to change the device name if you are unable to connect to a network because another device with the same name is already connected.



Backlight

Using a higher Backlight setting when operating on battery power substantially reduces battery life. This feature lets you adjust various Backlight options.

Select **Settings** from the Start menu, then tap **Backlight** in the *System* tab.

- Use the **Battery power** tab to turn ON/OFF the backlight when using battery power.
- Use the **External power** tab to turn ON/OFF the backlight when using external power.
- Tap the **Brightness** tab to adjust the brightness level when using battery and when using external power.

You can turn on/off Backlight by pressing the power button for two seconds.



Clock & Alarms

Select **Settings** from the Start menu, then tap **Clock and Alarms** in the *System* tab.

- In the **Time** screen, select your **Home** time zone.
If you visit a particular time zone often, you can select it as your **Visiting** time zone so that you can quickly see the correct date and time.
- You can use your device as a travel alarm clock by setting a wake-up alarm in the **Alarms** screen. Tap the alarm icon on the right side of the screen to select the type of alarm you want, and to set notification options (such as vibration, light, or displayed message).
- To change the way the date or time is displayed on your Pocket PC Phone, you can do so using **Regional Settings** (select **Settings** from the Start menu, then tap **Regional Settings** in the *System* tab).



Memory

Select **Settings** from the Start menu, then tap **Memory** in the *System* tab.

- The **Main** tab displays the amount of memory the system has allocated to file and data storage versus program storage. This tab also displays the amount of memory in use versus the available memory. You can drag the indicator on the Slider Bar to easily adjust this. For other information about making memory available, see Appendix A.
- The **Storage Card** tab displays how much memory is available on the storage card that is inserted into your device.
- The **Running Programs** tab displays the list of currently active programs. You can stop a program by selecting it in the list and then tapping **Stop**, or just tap **Stop All** to stop all the running programs. You may need to stop a program if it becomes unstable or the program memory is low.



Power

Select **Settings** from the Start menu, then tap **Power** in the *System* tab.

- The **Main** tab displays the amount of battery power remaining for both Main battery and Backup battery.
- In the **Advanced** tab, you can select options for turning off your device to conserve battery power. To conserve the most power, select the option that turns off the device after 3 minutes or less.
- In the **Processor** tab, you can change the clock speed of the CPU processor if desired. The default setting of **Standard Mode** conserves more battery power. Selecting **Turbo Mode** will increase processing speed but will use more battery.



Permanent Save

You can choose to back up **Contacts**, **Appointments**, **Tasks**, and **Connection Settings** to non-volatile memory. Backing them up in this way means they will not be lost in the event that your device loses all power and you have to perform a full reset.

Select **Settings** from the Start menu, then tap **Permanent Save** in the *System* tab.

To back up to Flash ROM

Check the desired checkboxes, then tap OK.

NOTE: When you elect to back up **Contacts**, **Appointments**, and **Tasks**, your Pocket PC Phone will automatically back up newly added contacts, appointments or tasks items. However, this will not happen for **Connection Settings**; if you add new connections, you will need to back them up manually.

To restore to Flash ROM

When you go back in to this screen after having saved, you can restore the backed up data by selecting the checkboxes of the items you want to restore, then tap OK.

5.2 Phone Settings

You can easily view and change settings, such as the ring type and ring tone to be used for incoming calls, and the keypad tone to be used when entering phone numbers. You can also protect your phone from unauthorized use. There are two ways to access the phone settings:

- Tap the **Start** menu > **Settings** > the **Personal** tab > **Phone**.
- To change the phone settings from the Phone keypad, tap **Tools** > **Options**.

Ring type

You can change the way that you are notified of incoming calls. For example, you can choose to be notified by a ring, a vibration, or a combination of both. Tap the **Ring type** list, and select the desired option.

Ring tone

Tap the **Ring tone** list, then select the sound you want to use.

- To set **.wav** or **.mid** files as ring tones, use **ActiveSync** on your PC to copy the file to the **Windows\Rings** folder on your device. Select the sound from the **Ring tone** list.
- To download ring tones, you can make a connection to the **Internet** and then download ring tones that are compatible with the **.wav** or **.mid** formats.



Add ring tone

Add Ring Tone allows you to quickly find and display all the ring tones stored on your Pocket PC Phone, and gives you the option to listen to, add, or remove them from the **Phone Settings** list mentioned above.

1. To display all ring tones on your Pocket PC Phone, you can tap the **Start** menu > **Settings** > **System** tab > **Add Ring Tone**. The program will automatically list and display all the **.wav** and **.mid** files on your Pocket PC Phone.
2. After the ring tones have loaded, you can see that some are already selected. These selected ones are presently listed in the phone settings already.
3. To play a ring tone, select one by tapping it, and then tap the triangular Play button. If you don't like the ring tone, deselect it. This will add/remove the selected/deselected ring tones from the list in your phone settings.

Keypad tone

You can change the tone you hear when entering a phone number on the keypad. If set to **Tones**, the tone is heard continuously for as long as the number on the keypad is pressed. If set to **Beep**, the tone is heard only for one or two seconds.

1. Tap the **Keypad** list, then select the option you want.
2. To prevent tones from being heard when entering a phone number, select **Off**.

Network

With network settings, you can view available networks, determine the order in which your Pocket PC Phone accesses another network if the current one is unavailable, and specify whether you want to change networks manually or automatically. The current network will remain active until you change it, lose your signal, or change your SIM card.

- The network currently in use will be listed at the top of the screen.
- When your current network is unavailable, tap **Select Network** to select an alternate.

Services

The **Services** tabs are primarily used to set options for incoming calls, such as **Call Forwarding**, **Call Waiting**, and **Caller ID**. To change service settings from the phone dial screen, tap **Tools > Options > the Services tab > select a service > Get Settings**.

Feature	Function
Call Barring	Blocks incoming and/or outgoing calls.
Caller ID	Identifies caller by displaying their name and/or phone number.
Call Forwarding	Forwards all or selected incoming calls to a different number.
Call Waiting	Notifies you of an incoming call while you are on the phone.
Voice Mail/SMS	Shows the correct numbers in the phone settings.

More

On the **More** tab, you can access the settings for **Automatic Pickup**, and **Broadcast Channels**.

You can choose to receive real-time news and information, such as traffic and weather reports, by enabling the **Broadcast Channels**. This service is dependent on your mobile service operator.

Chapter 6

Getting Connected

6.1 About Connections

6.2 Connecting to the Internet

6.3 CSD Line Type

6.4 Pocket Internet Explorer

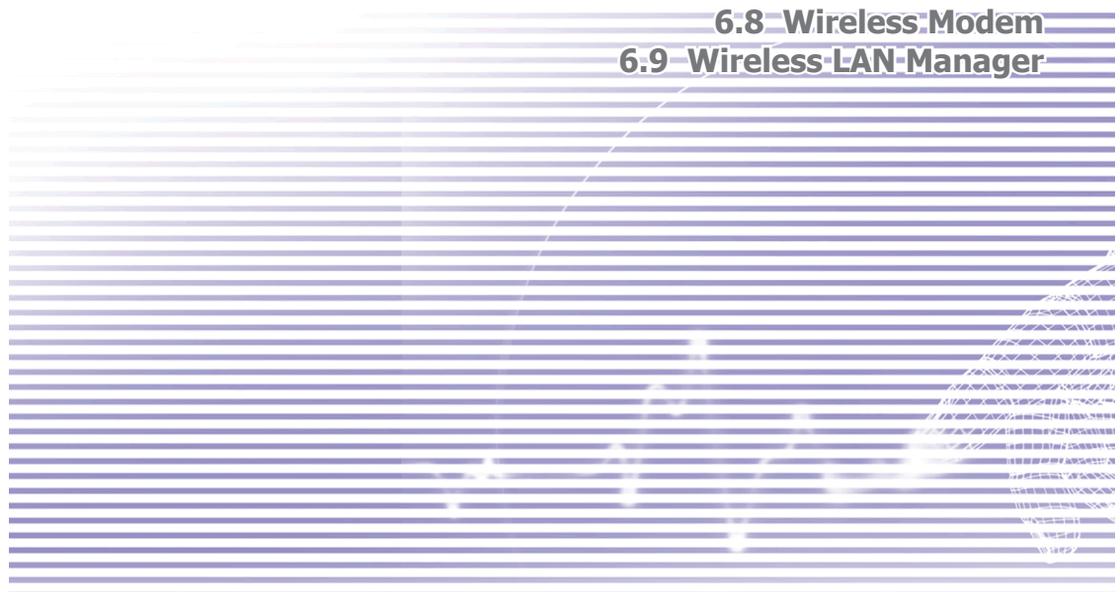
6.5 Network Cards Settings

6.6 Terminal Services Client

6.7 Bluetooth

6.8 Wireless Modem

6.9 Wireless LAN Manager

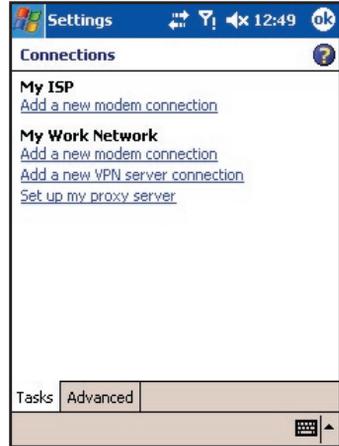


6.1 About Connections

Your Pocket PC Phone is equipped with powerful networking functions that allow you to connect to the Internet through a GPRS network or a Bluetooth modem. You can also use an external modem with this device to access the Internet.

You can set up connections to the Internet and to a corporate network at work to browse the Internet, send and receive E-mail, use instant messages, and synchronize with ActiveSync.

Your Pocket PC Phone has two groups of connection settings: **My ISP** and **My Work Network**, as shown in the illustration at right. **My ISP** settings are used to connect to the Internet, and **My Work Network** settings can be used to connect to any private network, such as a corporate network. Fill in the settings and you are ready to connect to the Internet.



6.2 Connecting to the Internet

You can use **My ISP** settings to connect to the Internet and use different connection methods to send and receive E-mail messages and surf the Internet.

Connecting to the Internet via an ISP

1. First obtain the following information from your ISP (Internet Service Provider):
 - **ISP server phone number**
 - **User name**
 - **Password**
 - **Access point name** (Required for **GPRS** connection)
2. Tap the **Start** menu > **Settings** > the **Connections** tab > **Connections**.

3. To create a new connection in **My ISP**, tap **Add a new modem connection**, and follow the instructions in the **Make New Connection** wizard.
 - To view additional information for any screen, tap .
 - To start the connection, switch to **Pocket Internet Explorer** and browse to a **Web** page. Your device will automatically connect.

To change modem connection settings, in either **My ISP** or **My Work Network**, tap **Manage existing connections**. Select the desired modem connection, tap **Settings**, and follow the instructions on the screen.

Connecting to a private network

1. Obtain the following information from your network administrator:
 - **Server phone number**
 - **User name**
 - **Password**
2. Tap the **Start** menu > **Settings** > the **Connections** tab > **Connections**.
3. In **My Work Network**, follow the instructions for each type of connection.
4. To start the connection, start using a related program. For example, switch to **Pocket Internet Explorer** and browse to a **Web** page. Your device will automatically connect.

6.3 CSD Line Type

This program allows you to choose the line type when you make a circuit switch data connection.

Changing a CSD Line type

1. Tap the **Start** menu > **Settings** > **Connections** > **CSD Line Type**.
2. In **Data rate**, select a value. In **Connection element**, choose a type from that drop-down menu. Tap **OK**.

NOTE: The default setting on your Pocket PC Phone is set for the most optimal use. Do not change this setting unless you have trouble using the circuit switch data connection.

GPRS Setting

This program allows you to choose the GPRS setting method when you make a GPRS connection. Choose between these two authentication methods:

- **PAP authentication: Password Authentication Protocol** is a simple authentication protocol used to authenticate a user to a remote access server of an ISP (Internet Service Provider).
- **CHAP authentication: Challenge Handshake Authentication Protocol** is used to negotiate the most secure form of encrypted authentication supported by both server and client.

NOTE: Changing these settings may cause your data communications to no longer operate. Please consult your service provider before altering these settings.

6.4 Pocket Internet Explorer

Once connected, you can use **Pocket Internet Explorer** to surf the Internet. While surfing, you can also download files and programs to be installed on your device from the Internet or intranet. During synchronization with your PC, download your favorite links and mobile favorites that are stored in the **Mobile Favorites** folder in **Internet Explorer** on the PC.

To synchronize and download your favorite links from your PC:

In ActiveSync on your desktop PC, select **Tools Menu > Options > Sync Options** tab > **Favorites** checkbox.

Browsing the Internet

Open the **Pocket Internet Explorer** screen by tapping **Internet Explorer** on the Start menu.

1. In the address bar that appears at the top of the screen, enter the Web address you want to connect to. Tap the down arrow to choose from previously entered addresses.
2. Tap  to Go to the web address you entered.
3. Tap  to go Back to the previous page.
4. Tap  to Refresh the web page on the screen. (When a web page is in the process of loading, the icon in this position changes to a red circular Stop icon; tap if it is taking too long and you want to abort.)
5. Tap  to go back to the Home page.
6. Tap  (the **Favorites** button), then tap the favorite address you want to view. To add a favorite link while using your Pocket PC Phone, go to the page you want to add, tap and hold on the page, and tap **Add to Favorites** on the pop-up menu.



6.5 Network Cards Settings

Use a network (Ethernet) card to connect directly to a network. Once connected, you can view the Internet or intranet, or download E-mail. Make sure to purchase and configure a network card that is compatible with your Pocket PC Phone.

Setting up your network card

1. Insert the network card into your Pocket PC Phone.
2. The first time you insert the card, Network Settings will appear automatically. Or to change later, tap the **Start** menu > **Setting** > the **Connections** tab > **Network Cards**.
3. To enter specific server information, tap the appropriate adapter to modify the related settings.

To start a connection, insert the network card, and begin using a desired program.

Changing network card settings

1. Tap the **Start** menu > **Settings** > the **Connections** tab > **Network Cards**.
2. In the **My network card connects to** drop-down box, tap either **The Internet** or **Work**. If you are connecting to your **ISP** at home, tap **The Internet**. If you are connecting to a private network such as a corporate network at work, tap **Work**.
3. Tap the appropriate adapter in the **Tap an adapter to modify settings** box. The IP address will now appear in the **IP Address** box in the **IP Address** tab.
4. To change **TCP/IP** settings, if your ISP or private network does not use dynamically-assigned IP addresses, tap **Use specific IP address** and enter the requested information. Contact your ISP or network administrator to get the IP address, subnet mask, and/or default gateway (if needed).
5. To change **DNS** and **WINS** settings, if your ISP or private network does not use dynamically-assigned IP addresses, tap the **Name Servers** tab and enter the requested information. Servers that require an assigned IP address may also require a way to map computer names to IP address. **DNS** and **WINS** are the resolution options supported on your Pocket PC Phone.

6.6 Terminal Services Client

Using the **Terminal Services Client**, you can log onto a PC running **Terminal Services** or **Remote Desktop** and use all of the programs available on that PC from your mobile device. For example, instead of running **Pocket Word**, you can run the PC version of **Word** and access all of the **.doc** files on that PC from your Pocket PC Phone.

Connecting to a Terminal Server

Start a remote connection to the server via a **GPRS** or **Wireless LAN** connection.

1. Tap the **Start** menu > **Programs** > **Terminal Services Client**.
2. To connect to a server you have previously connected to, in **Recent Servers**, tap a server. To connect to a new server, enter the server's name in the **Server** box. Select the **Limit size of server desktop to fit on this screen** check box only when using applications that have been specifically sized for use with the Pocket PC Phone.
3. Tap **Connect**.

NOTE: If the network administrator has configured **Terminal Services Client** to reconnect to disconnected sessions, and you previously disconnected from a **Terminal Server** without ending the session, the **Terminal Services Client** reconnects to that session.

Navigating within Terminal Services Client

Once connected to the server, the PC's screen may more than fill your mobile device's screen. If scroll bars are displayed on the server's screen, you will see more than one set of scroll bars on your Pocket PC Phone: one to scroll information on the PC, and one to scroll the PC display through the **Terminal Services** window in **Terminal Services Client**.

To ensure you are scrolling the PC display through **Terminal Services Client**, use the five directional buttons at the bottom of the **Terminal Services Client** screen. To better fit information on your mobile device's screen, select **Limit size of server desktop to fit on this screen**. For best effect, programs on the desktop computer should be maximized.

Disconnecting without ending a session

The following commands must be accessed from the **Start** menu in the **Terminal Services** window used to access the PC's commands. Do not use the **Start** menu on your Pocket PC Phone.

1. In the **Terminal Services** window, tap **Start** > **Shutdown**.
2. Tap **Disconnect**.

If your administrator has configured **Terminal Services Client** to reconnect to disconnected sessions, you will be reconnected to this session the next time you connect to this server.

Disconnecting and ending a session:

1. In the **Terminal Services Client** window, tap **Start > Shutdown**.
2. Tap **Log Off**.

6.7 Bluetooth

Bluetooth is a short-range wireless communications technology. Unlike infrared, you don't need to line up the devices in a straight line to beam information within a closer range when operating with a **Bluetooth** connection. With **Bluetooth** powered on, you can send information or perform the following tasks wirelessly between two **Bluetooth** devices within a range from **3 to 10 meters**:

- **Exchange information**, such as files, calendar items, tasks, and contacts or business cards.
- **Synchronize** with a PC with **Bluetooth** capability through an **ActiveSync** connection.

Using Bluetooth

The **Bluetooth** icon in the lower-right corner of the *Today* screen provides quick access to the **Bluetooth Manager** and **Bluetooth Settings**.

The icon changes according to the usage status:

-  - **Bluetooth** is active
-  - **Bluetooth** is disabled (Default status)
-  - **Bluetooth** is initializing

When your **Bluetooth** is powered on, the **LED** indicator for **Bluetooth**, located on the left upper corner of your Pocket PC Phone, will blink blue every **6** seconds to indicate **Bluetooth** is on; or alternate between blinking blue and blinking green every **3** seconds if **Wireless LAN** is also turned on.

Bluetooth Settings

With **Bluetooth Settings**, you can:

- Turn **Bluetooth** on/off and enable/disable **Bluetooth** services.
- Create or Change a name for your Pocket PC Phone when using **Bluetooth** to connect with other devices.
- Set your connection preferences and user profile.
- Specify security settings and define settings for sharing and connecting.

Turning On Bluetooth

In the lower right corner of the *Today* screen, tap the  icon to open the menu.

Select **Turn Bluetooth ON** from the menu. Or, Select **Bluetooth Settings > Turn On**.

NOTE: In a situation where Flight mode is on but Bluetooth is off, it is not possible to turn on Bluetooth. If you wish to turn on Bluetooth, turn off flight mode first, and then turn on Bluetooth.

Using Profiles

All **Bluetooth Settings** are saved in the active profile. When your Pocket PC Phone is turned off, **Bluetooth Settings** saves the last-used profile and reloads that profile the next time your Pocket PC Phone is turned on. Setting the profiles allows:

- Different users to quickly re-configure the Pocket PC Phone to the personal preferences. For example, if Joe and Mary both use the same Pocket PC Phone, but each uses it for a different purpose, selecting a pre-configured profile will alter the settings to those of the appropriate user.
- A single user to quickly re-configure the Pocket PC Phone for a different environment. If Joe uses his device primarily at the office, but also uses it when traveling, he can easily switch to a pre-configured profile that has more secure settings for hotel, airport, or similar “public” environments.

Creating a new profile:

1. In the **General** tab, tap  to access a screen in which you can **Add**, **Rename**, or **Delete** a profile.
2. Tap the **New** button.
3. Enter a descriptive name for the new profile, for example, **Office**.
4. Select an existing profile on which to base the new profile.
5. Tap **OK**.

The new profile does *not* automatically become the active profile. To activate the new profile, select it from the **Current Profile** field in the **General** tab.

Renaming or deleting a profile:

1. In the **General** tab, tap  to access a screen in which you can **Add**, **Rename** or **Delete** a profile.
2. Tap a profile from the profile name list and then tap **Rename** or **Delete** button to rename or delete the selected profile.

Saving configuration settings in a profile

When you make changes to your Pocket PC Phone's configuration, those changes are automatically saved when you select a different profile, turn **Bluetooth** off, or shut down your Pocket PC Phone.

1. In the **General** tab, tap  to access a screen in which you can **Add**, **Rename**, or **Delete** a profile.
2. Select the desired profile from the **Current Profile** field on the **General** tab.
3. Set up your Pocket PC Phone including the necessary settings in the **Accessibility** and **Services** tab described later, so that it behaves in the desired manner.
4. Tap **OK** and then close the **Bluetooth Settings** screen. The changes are saved automatically.

To avoid saving unwanted changes to a regularly used profile, create a new profile that is based on the profile currently in use, select the new profile, and then make the changes while the new profile is active.

Setting Accessibility Properties

You can enter or change the accessibility properties to define how your Pocket PC Phone interacts with other Bluetooth devices by tapping the **Bluetooth** icon near the lower-right corner of the *Today* screen, then selecting **Bluetooth Settings > the Accessibility** tab.

1. Enter the **Bluetooth** name of your Pocket PC Phone, as displayed to remote devices when the associated profile is active, if the **Use Pocket PC device name for Bluetooth** checkbox is *un*-checked.
2. If the **Use Pocket PC device name for Bluetooth** box *is* checked, the name assigned to your Pocket PC Phone (can be seen by tapping **Start** menu > **Settings** > the **System** tab > **About** > the **Device ID** tab > **Device Name**) will always be displayed to the remote user as the Bluetooth name of your Pocket PC Phone.
3. **Allow other devices to connect:** When this option is enabled, other devices are permitted to connect to this device. Two mutually exclusive sub-options provide additional refinement. They are:
 - **All devices:** Select this option to allow all devices to connect.
 - **Paired devices only:** Select this option to allow only devices that have a paired relationship with your Pocket PC Phone to connect.

4. **Other devices can discover me:** When this option is enabled, other **Bluetooth** devices can see and report your Pocket PC Phone. This allows any device, even those unknown to yours, to connect to your Phone.

The ability of remote devices to connect is also subject to the security restrictions and whether **Bluetooth** is enabled on your Pocket PC Phone.

Enabling Bluetooth Services

The services that your Pocket PC Phone provides to other devices when using **Bluetooth** include:

- **File Transfer:** File-related operations such as get a file/use a file/delete a file, etc.
- **Information Exchange:** Send the default business card (Pocket Outlook contact) on request.
- **Serial Port:** Bluetooth serial port operations. Bluetooth serial ports are used as a replacement for a physical cable between devices.
- **Personal Network Server:** Join or host a Bluetooth-based personal area network.
- **Hands Free:** Allows you to connect to a remote headset or other audio device.

All the services can be individually configured by tapping the **Bluetooth** icon in the lower-right corner of the *Today* screen, then selecting **Bluetooth Settings > the Services** tab.

1. In the **Services** field, select the service to be configured.
2. In the **Service settings** area, enable the desired options by checking the **Enable service** box.

Service Security Settings

Each **Bluetooth** service has its own individual security settings. Even though the options are the same for each service, in each case they are specific to the individual service being configured. In the **Service settings** area of the **Services** tab (accessed by tapping the **Bluetooth** icon in the lower-right corner of the *Today* screen > **Bluetooth Settings**):

1. **Authorization required:** When enabled, your Pocket PC Phone will require that each attempt to establish a connection be individually authorized on the pop-up **Authorization Request** screen; that is, you must authorize each connection, when a remote device attempts to connect to this service.
2. **Authentication (Passkey) required:** When enabled, a passkey or a **Link Key** is required from the remote device before allowing the connection. A passkey is a code you enter to authenticate connections requested by other devices. This passkey must be known and used by both parties. Otherwise, the connection will not be allowed.

3. You can also enable the **Encryption required** function if you want to require all data exchanged between your Pocket PC Phone and the remote Bluetooth device to be encrypted.
4. Some services have advanced configuration options. If available, tap **Advanced** to access the additional settings.

Bluetooth Manager

Bluetooth Manager provides a friendly user interface for establishing connections based on the connection preferences and profiles that you have set in the **Bluetooth Settings**. With **Bluetooth Manager**, you can:

- Exchange information or business cards.
- Create, manage, and use the services connection that you have enabled in the **Bluetooth Settings** with other remote devices.
- Display shortcuts.
- Control the on-screen display.

To run **Bluetooth Manager**, tap the **Bluetooth** icon near the lower right corner of the *Today* screen, and then **Bluetooth Manager**. Opening **Bluetooth Manager** automatically turns on **Bluetooth**.

Exchanging Information or Business Cards

To exchange information or business cards, choose either **Paired devices** or **Business Card Exchange**. Tap the **Bluetooth** icon near the lower-right corner of the *Today* screen, then select **Bluetooth Manager > Tools**.

Pairing with another device

“Pairing” essentially means giving two devices permission to communicate with each other. When two devices are paired, they share, and exchange prior to each connection, an internally generated security key. This security key, called a **Link Key**, is based on a unique **Bluetooth Device Address**, a random number, and a user-defined password.

1. Select **Bluetooth Manager > the Tools menu > Paired devices**.
2. Select the **Paired devices** screen > **Add**.
3. On the **Device Pairing** screen, tap  to access the **Select a Bluetooth device** screen, and then select one from the available list to return to the prior screen and the **Device** field. Enter the correct password in the **Passkey** field.
4. Tap **OK**.

Exchanging business cards:

1. In the **Bluetooth Manager** screen, select **Business Card Exchange** from the Tools menu.
2. Tap the link at the bottom of the screen to select a default business card. After the card is selected, tap **OK** to return to the **Business Card Exchange** screen.
To **Send** or **Exchange** business card(s), first specify your default business card in the **Bluetooth Settings** screen > the **Services** tab > **Information Exchange service** > **Advanced**.
3. Tap the **Send**, **Exchange**, or **Request** icon, as appropriate.
4. In the **Bluetooth Browser** screen, tap the name of the remote device, then tap **OK**.

Bluetooth Connection Wizard

In the **Bluetooth Manager** screen, tap **New** to start the **Bluetooth Connection Wizard**, which takes you through the process of creating a connection. Choose the type of connection, and then tap **Next**. The succeeding wizard screens will guide you through establishing the parameters of the connection. The exact content of the succeeding screen will vary, depending on the type of connection being created.

Tap **Next** to move to the next page, or **Back** to return to the previous page.

Some of the connection types that the wizard can help you perform are:

-  **Hands-free/Headset setup:** Locate and pair with a Bluetooth headset or other hands-free devices.
-  **ActiveSync via Bluetooth:** Locate a Bluetooth PC and create a connection shortcut that will establish a synchronization link between the Personal Information Manager on your Pocket PC Phone and the PC.
-  **Browse files on a remote device:** Locate and connect to a remote device to examine the contents of a remote folder and/or send/receive file(s) to/from that device. An optional connection shortcut can be created.
-  **Connect to a network:** Locate a remote device that can provide access to the Internet. Examples include a Bluetooth modem, or possibly a Local Area Network. Once the connection shortcut is created, open the connection and then open a browser such as Internet Explorer.
-  **Join a Personal Network:** Create, or locate and join, a Bluetooth network. Create a shortcut to a connection that can be used to share files, collaborate with co-workers, participate in multi-player games.

-  **Exchange business cards:** Locate and connect to a remote Bluetooth device and then send, receive and/or exchange electronic business cards with that device.

-  **Explore a Bluetooth device:** Locate a remote device, view the services the remote device can provide, and then create a connection shortcut to one or more of those services. Hold down the Action button and tap to select multiple services.

Using a Serial Port Connection

The use of a Bluetooth wireless serial port connection is identical to the use of a physical cable serial port connection between two devices. As with a physical connection, the application that will use the connection must be configured to use the correct serial port.

To determine the communications port assigned to the **Bluetooth** serial port:

1. Tap the **Bluetooth** icon near the lower right corner of the *Today* screen, then select **Bluetooth Settings > the Services** tab.
2. Select **Serial Port** from the services area, and then tap **Advanced**.
3. The **Outbound COM Port** is the lower listing on the screen. You must configure the application that will use the **Bluetooth Serial Port** to send data to this port.

For more information about configuring your application's **Outbound COM port**, refer to the application's documentation.

Establishing a serial connection

1. Tap the **Bluetooth** icon near the lower right corner of the *Today* screen, then select **Bluetooth Manager** from the menu.
2. Tap **New** and select **Explore a Bluetooth device > Next**.
3. Follow the connection wizard instructions.

NOTE: Be sure that the Hands-free device you are trying to connect to is ready to receive incoming connection requests. Please refer to that device's manual for more information.

Setting up a Bluetooth Hands-free/Headset connection:

1. In the *Today* screen, tap the **Bluetooth** icon, then select **Bluetooth Manager** from the menu.
2. Tap **New > Hands-free/Headset setup > Next**.
3. Follow the connection wizard instructions.

NOTE: Be sure that the Hands-free device you are trying to connect to is ready to receive incoming connection requests. Please refer to that device's manual for more information.

Setting up an ActiveSync partnership via Bluetooth

You can set up an ActiveSync partnership with a Bluetooth-enabled computer. First, you need to set up the Bluetooth Configuration of your computer (follow the instructions in the user manual of your Bluetooth device or PC), then set up your Pocket PC Phone.

To establish an ActiveSync connection on your Pocket PC Phone:

1. In the *Today* screen, tap the **Bluetooth** icon, then select **Bluetooth Manager**.
2. Tap **New > ActiveSync via Bluetooth > Next**.
3. Follow the connection wizard instructions. Be sure the ActiveSync COM port setting on your PC is the same as the COM port setting used for Bluetooth on your PC.
4. Follow the **Bluetooth Browser** screen, select the PC you want to synchronize with, then tap **Next**.
5. Under **Serial Port Selection**, select the name of the serial port for the PC selected above, then tap **Next**, and **Finish**.

Connecting to a remote PC

Dial-up Networking (DUN) allows you to connect to a remote computer via a phone line. Once connected, you can browse the Internet or check your E-mail. The remote Bluetooth device that will provide the Dial-up Networking service must have access to a hard-wired telephone system. Devices that might provide the Dial-up Networking service include:

- Bluetooth-enabled desktop computers that are attached to a telephone system.
- Bluetooth modems.

The remote computer to which you are connecting must also be attached to the phone system and capable of answering a call.

Using Dial-up Networking

1. In the *Today* screen, tap the **Bluetooth** icon, then select **Bluetooth Manager**.
2. Tap **New > Connect to a network > Next**.
3. Follow the connection wizard instructions.
After you create the Dial-up Networking shortcut with a device, tap and hold the shortcut icon in the **My Shortcuts** tab of the **Bluetooth Manager**, and tap **Connect**.
4. Tap **New Connection > OK**.
5. Enter a name for the connection in the **Connection Name** field.
6. Enter a phone number. You may need to enter the country code and area code, depending on where you are calling.
7. Tap **OK** to begin dialing.

To make this connection the default dial-up connection for Pocket Internet Explorer when using Bluetooth modem, you still need to complete the following steps:

1. From the **Today** screen, tap the **Start** menu > **Settings** > the **Connections** tab.
2. Tap the **Connections** icon > the **Advanced** tab > **Select Networks**.
3. Enable **Bluetooth Settings** in the drop-down list.

Send via Bluetooth

Pocket Outlook Contacts, **Calendar** items, and **Tasks** can be sent individually or collectively to a remote device. To send data via Bluetooth transfer:

1. Select **Programs** from the Start menu. Then, open **Calendar**, **Contacts** or **Tasks**.
2. Highlight the item(s) to be sent.
3. Tap-and-hold the item(s), then select **Send via Bluetooth** from the pop-up menu.
4. In the **Select a Bluetooth device** screen, tap the name of the destination device, and then tap **OK**.

Bluetooth Personal Area Network

A *Bluetooth personal area network* is a private, temporary, ad-hoc network of up to eight devices. A Bluetooth personal area network makes it easy to exchange information that would normally require a TCP/IP network. For example, most chat utilities and multi-player games are fully functional in a Bluetooth personal area network environment.

Bluetooth personal area networks are subject to the same security settings that govern other Bluetooth communications such as service availability, authorization, authentication, and encryption.

One Bluetooth device must be the host of the personal area network. Other Bluetooth devices join the network as clients. The host can accept and reject clients on an individual basis.

To host a **Personal Area Network**:

1. Select **Bluetooth Manager** > **New** > **Connect** > **Join a personal network** > **Next**.
2. On the next wizard screen, select **Host a personal network** > **Next**.
3. Add remote devices to the **Bluetooth Personal Area Network**, if desired:

Tap the **Add** button and select the device to be added.

Add additional devices, if desired. You can select up to eight total, including the host.

After all the desired devices have been added, tap **OK** to complete the setup and close the wizard. Adding devices is optional; devices do not have to be added to the personal area network when the Host is configured. Devices can join the personal area network later.

To join a **Personal Area Network**:

1. Select **Bluetooth Manager > New > Connect > Join a personal network > Next**.
2. On the next wizard screen select **Join a personal network > Next**.

When **Bluetooth Browser** appears, select the host of the personal area network, and then tap **Next** to establish a connection to the personal area network. If asked to enter **IP** network settings, select **Use server-assigned IP address**, and then tap **OK**.

The network host's authorization and authentication settings, and/or its **Personal Area Network** service availability, may prevent you from joining the network. Any application that requires a network connection can use the **Personal Area Network** connection.

My Shortcuts

The default tab on the **Bluetooth Manager** is **My Shortcuts**. This screen displays the icons that have been created for connections to other devices. The icons provide visual feedback about the status of the connection to which they are linked.

The “double-tap” action is context sensitive:

- If the connection is *not* open, double-tap its icon to establish a connection.
- If the connection *is* open, double-tap its icon to display the connection's status. Connections can also be opened/closed, and other options accessed, using the tap-and-hold technique. If you tap a connection icon and hold the stylus in place for a few seconds, a context sensitive menu appears.

Active Connections

This tab displays the active **Outgoing** and **Incoming Connections** on your Pocket PC Phone.

6.8 Wireless Modem

This utility will simulate your device as a wireless modem, and let your desktop PC/Notebook computer be connected to a wireless network. Before creating a new modem via selected connection type, you still need to install the drivers on your desktop PC/Notebook computer. For more details about driver installation and the minimum requirements for your PC/Notebook, please refer to the Application CD.

1. Tap **Start > Programs > Wireless Modem**.
2. Select a connection type.
3. Connect your device via infrared to a Notebook computer or PC, and then tap **Start**.

Before you tap **Start** in the WModem screen, please make sure your device has a GPRS SIM card and ensure that you have connected this device to your PC/Notebook via IrDA connection and have disabled Activesync.

Settings on your PC

Contact your ISP to get the APN (Access Point Name). Before you start using your Wireless Modem with an IrDA connection, you need to create a new modem on your PC first:

1. Click **Start** menu > **Settings > Control Panel > Phone and Modem Options**.
2. **Add** a new modem using the **Modem** tab.
3. Enable the checkbox **Don't detect my modem; I will select it from a list**.
4. Select **Standard Modem Types** in the **Manufacturers** field, select **Standard 33600 bps Modem**, then select **Next**.
5. Select your modem port, and click **Next**.
6. When a **Modem installation is finished!** screen appears, click **Finish** to go back to the **Modem** tab mentioned in Step 2. You should now see a **Standard 33600 bps Modem** in the modem list.
7. Highlight the modem you just created, click the **Properties** button, and select the **Advanced** tab.
8. Enter the complete string in the **Extra initialization commands** field: **AT+CGDCONT=1,"IP","APN",,,,,0,0**.
9. Remember to click the **Change Default Preferences** button after entering the required string as mentioned above.
10. Click the **General** tab and set the **Float control** by selecting **None** from the drop-down list. Keep pressing **OK** until the modem installation wizard exits.

A new standard modem is now set up successfully on your PC, but you still need to create a new dial-up connection.

1. Click **Start > Settings > Control Panel > Network and Dial-up Connections > Make New Connection**.
2. To continue, tap **Next**.
3. Select **Dial-up to the Internet**. Tap **Next**.
4. Enable the option **I want to set up my Internet connection manually, or I want to connect through a local area network (LAN)** button, then click **Next**.
5. Select **I connect through a phone line and a modem** option, and then **Next**.
6. Enable the **Use area code and dialing rules** checkbox and enter the telephone number ***99#**, and then **Next**.
7. Enter the username and password you use to log on to your ISP, and then click **Next**.
8. Enter a name for this connection, and then **Next**.
9. Select **No** when the installation wizard asks you to set up an Internet mail account, and then click **Next**.
10. After the installation is completed, click **Finish**.

Connecting via USB Port

As with the connection via IrDA, you need to check the following before you start using the Wireless Modem on your Pocket PC Phone via USB connection:

- A GPRS enabled SIM card is inserted in your Pocket PC Phone.
- Disable the ActiveSync com port connection of your PC.
- Disable the Infrared function by tapping **Start > Settings > the Connections tab > Beam**, and then uncheck **Receive all incoming beams**.
- Insert your Pocket PC Phone to your PC USB connection (using the USB sync cable or cradle).

Before setting up a USB modem, you must verify that you have the two files, **USBMDM** and **USBModem_Dialer**, from the Application CD. Insert the Application CD into the CD-ROM drive of your PC and perform the settings as follows:

1. Select **Start > Programs > Wireless Modem**.
2. Select the **USB** connection type from the drop-down list and insert the USB cable adapter.
3. Tap the **Start** button in the **WModem** screen of your Pocket PC Phone.
4. A **Found New Hardware** message will pop up on your desktop PC.

5. Select the **Display a list of the known drivers for this device so that I can choose a specific driver** option, and then click **Next**.
6. Select **Modem** from the **Hardware types** list, and then **Next**.
7. Click the **Have Disk** button, and then **Next**.
8. Select the recognized **USB Modem** in the **Models** list, and then **Next**. After the installation is completed, select **Finish**.
9. After the installation, a new **USB modem** can be found in the **Modem** list by tapping **Start > Settings > Control Panel > Phone and Modem Options** on your PC.
10. Double-click the **USBModem_Dialer** file on the Application CD and set the GPRS settings (enter the APN assigned by your ISP) in the blank text box and press **Dial** to start the connection.

Connecting via Bluetooth

Before starting to use your Pocket PC Phone as a Bluetooth modem, you must be sure that your PC is a Bluetooth-enabled device. In addition, you still need to check the following:

- Ensure that a GPRS-enabled SIM card is inserted in your Pocket PC Phone.
 - Disable the **ActiveSync BT** port connection of your PC.
 - Disable the Infrared function by tapping **Start > Settings > the Connections tab > Beam**. Then uncheck **Receive all incoming beams**.
1. To begin, select the **Start** menu > **Programs > Wireless Modem**.
 2. Select the **Bluetooth** connection type from the drop-down list, and tap the **Start** button.
 3. Open your Pocket PC Phone from the Bluetooth application installed on your PC.

NOTE: The interface of the Bluetooth application installed on your PC will vary, depending on the Bluetooth module embedded or attached in your PC when you purchased it. Follow the installation instructions of the connected Bluetooth device's manual.

6.9 Wireless LAN Manager

Wireless LAN Manager (**WLAN Manager**) allows you to conveniently manage WiFi Internet connections on your Pocket PC Phone. You can set the device's *Power Save Mode* to make optimal use of the battery under the WLAN networking environment, view a variety of data related to the current configuration and signal quality, and increase the security. WLAN Manager is designed to work with existing 802.11b devices such as access points or routers.

To run the WLAN Manager on your Pocket PC Phone, you will need to have access to broadband Internet, and the necessary access point or router that emits WLAN signals. If you do not have access to broadband Internet, consult with your ADSL or DSL Internet service provider before attempting to run this utility.

NOTE: The availability and range of your device's WLAN signals may depend on the number, thickness, and location of walls, ceilings, or other objects that the wireless signal must pass through.

Checking for a Wireless LAN Signal

Before starting WLAN Manager, verify that your device has access to a Wireless LAN channel signal. To check the current wireless connection status, open the *Today* screen or the *Wireless Manager* screen, as follows:

Today screen:

If your Pocket PC Phone has detected a WLAN network connection, a “**W**” icon will be shown at the right side of the Title Bar (top of screen). The WLAN and Bluetooth icons are shown at the right side of the Command Bar (bottom of screen).

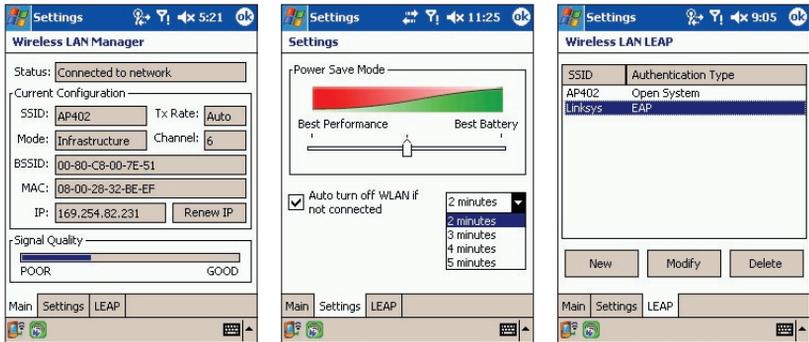
Wireless Manager screen:

Select **Wireless Manager** from the Start menu, or from the *Programs* group (**Start menu > Programs**). The current ON/OFF status for each specific wireless channel will be indicated in the *Wireless Manager* screen. If your Pocket PC Phone is receiving WLAN signals, the message “WiFi connection is in use” will display under the **WLAN** button.

NOTE: WLAN (WiFi) is the default wireless channel setting for your device. GPRS will be launched if no WiFi signal is detected.

Invoking WLAN Manager

To open the *Wireless LAN Manager* screen, select **Start menu > Settings > Connections > WLAN**. Or, if you have the *Wireless Manager* screen open (mentioned above), you can tap the **WLAN** icon in the Toolbar at the bottom of the *Wireless Manager* screen.



Using WLAN Manager

The WLAN Manager application consists of three screens: *Main*, *Settings*, and *LEAP*. By default, the *Main* screen is displayed. Tap the *Settings* tab or the *LEAP* tab near the bottom of the screen to open those screens.

In the Command Bar, there are two icons. The leftmost icon, **Network Cards**, is a shortcut to the **Start menu > Settings > Connections tab > Network Cards** utility. Tapping the rightmost icon, **Wireless Manager**, will switch to the Wireless Manager utility. (Access the on-line Help from those screens if you need information about their usage.)

NOTE: Tapping the **Network Cards** icon mentioned above will open the *Configure Wireless Networks* screen. This screen lists the available APs and lets you add a new one. Note that if you are currently connected to the AP, and a correct IP address has been obtained, the status will be shown as "Connecting" initially. In order to re-paint the status as "Connected," simply refresh by leaving the screen and then coming back to it again.

Main screen

The *Main* screen displays data related to the current configuration, and the quality of the WLAN signal, for your reference. Fields in this screen are:

Status

This field displays messages that inform you of the current connection status.

Examples: “Connected to network,” “Not connected to network,” “Scanning network...”.

SSID

SSID is Service Set Identifier, a unique name that identifies a network. All devices on a network must share the same SSID name in order to communicate on the network.

Tx Rate

Transmission rate between the access point and the device.

Mode

Indicates whether the network is in *Infrastructure* mode or *Adhoc* mode.

Channel

Indicates which channel the network occupies.

BSSID

BSSID is “Basic Service Set ID;” displays the unique WLAN MAC address of the access point that the device is connected to.

MAC

Displays the address of the embedded WLAN card.

IP

Displays the Internet Protocol address of the wireless network currently being used.

Renew IP

The IP address being used may fluctuate. Tapping the **Renew IP** button will refresh (and update if changed) the address shown in the **IP** field.

Signal Quality

This Indicator Bar interactively updates and displays the WLAN signal quality of your device, which is determined by factors such as the range of the receiving device to the access point, and encumbrances that signals must pass through.

Settings screen

Power Save Mode

WLAN consumes a significant amount of power, and will run down your Pocket PC Phone's battery quicker when the WiFi connection is in use. The *Power Save Mode* option provides three settings. By default, the power save mode is set to the best compromise between battery conservation and signal performance. You can change this by dragging the Indicator on the bar, or by tapping on the Indicator Bar itself. The *Best Battery* setting will conserve more battery power at the expense of performance. The *Best Performance* setting will consume more battery power.

Auto turn off WLAN if not connected

If this checkbox is checked, the WLAN function will automatically turn OFF if no signal is detected, which helps to conserve battery power. From the drop-down list, select 2, 3, 4, or 5 minutes. If, for example, 3 minutes is selected, then WLAN will automatically turn OFF if no signal is detected for a period of three minutes.

LEAP screen

LEAP is "Lightweight Extensible Authentication Protocol." This feature of the Wireless LAN Manager allows you to increase the security of your device to ensure that no one can access your network without your permission. By default, the *LEAP* screen displays data you previously entered, and you can modify it or delete it, if desired, by selecting it and then tapping the **Modify** or **Delete** button.

To enter new data, tap the **New** button. Then enter the appropriate SSID (Service Set Identifier), User Name, Password, Domain, and select an Authentication Type. Most 802.11 access points offer by default a form of authentication called Open System authentication, which is the default Authentication Type setting on your Pocket PC Phone. In this mode, the access point grants approval for any request for authentication. The client simply sends an authentication request frame, and the access point responds with an authentication approval. This allows anyone having the correct SSID to associate with the access point.

Note that for LEAP to work correctly, both the access point and the receiving device (your Pocket PC Phone) must be set with the same SSID, User Name, and Password.

Chapter 7

Using Outlook

7.1 Calendar

7.2 Contacts

7.3 Tasks

7.4 Notes



7.1 Calendar

Use **Calendar** to schedule appointments, including meetings and other events. You can check your appointments in one of several views (**Day**, **Week**, **Month**, and **Agenda**) and set Calendar to remind you of appointments with a sound or other method. Appointments for the day can be displayed on the **Today** screen.

Calendar can be invoked by selecting **Calendar** from the Start menu, or by pressing the hardware button in the upper right area of the front of your Pocket PC Phone.

If you use **Outlook** on your PC, you can synchronize appointments between your Pocket PC Phone and PC (see Chapter 4). In the illustration at right, you can:

1. Tap to go back to view today's appointment.
2. Tap to display or edit the appointment details.
3. Tap to create a new appointment.
4. Tap to display appointments/calendars in various views.



Creating or changing an appointment:

- To create an appointment, tap **New**. To select a new date from a pop-up calendar, tap the display date. To enter or select a new time, tap the display time. Enter the appointment details, and when finished, tap **OK** to return to the calendar.
- If you are working in **Day** view, tap the time slot for the new appointment, and then **New** to have the time automatically entered for you.
- To change an appointment, tap it in the calendar to display a summary screen, and then tap **Edit**. Change any appointment detail by tapping it and entering the new information.

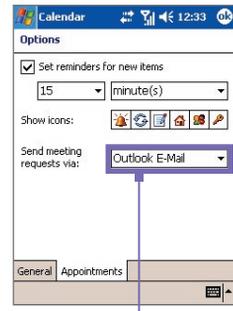
When entering a time, you can type military and abbreviated time forms, such as 2300 (becomes 11:00 PM), 913pm (becomes 9:13 PM), 911 (becomes 9:11 AM), or 9p (becomes 9:00 PM).

Sending a meeting request

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.

1. Create an appointment and enter the meeting information.
2. Tap **Attendees** (you will need to hide the input panel to see this box).
3. Select the meeting attendees from the list of E-mail addresses you've entered in **Contacts**. Only those contacts with E-mail addresses will be displayed.
4. Select other desired options and then tap **OK**.
5. Messaging automatically creates a meeting request and sends it to the attendees the next time you synchronize with your PC. Any textual notes entered in the **Notes** tab (excluding writing or recordings) will also be sent.

If you are sending the meeting request through a connection to an ISP or the network, rather than through synchronization with your PC, tap the **Tools > Options > Appointments** tab. In the **Send meeting requests via** field, tap the service you want to use to send the meeting request. An example is illustrated at right.



Tap the service you want to use to send the meeting request.

Setting a reminder for an appointment

1. In the **Calendar**, tap the desired appointment, and then tap the upper portion of the summary screen when editing the appointment.
2. Tap **Reminder** and select **Remind me**.
3. To change how many minutes before the appointment you are to be reminded, tap the minutes displayed.

To automatically set a reminder for all new appointments, select **Tools > Options > the Appointments tab > Set reminders for new items**.

Beaming an appointment

To beam an appointment, tap and hold the desired appointment in the Calendar list. On the pop-up menu, tap **Beam Appointment**. When using **infrared (IR)**, align the **IR** ports between the devices so that they are unobstructed and within close range of each other.

7.2 Contacts

Contacts maintains a list of your friends and colleagues so that you can easily find the contact information you're looking for, whether you're at home or on the road. You can enter both personal and business information.

Contacts can be invoked by selecting **Contacts** from the Start menu, or by pressing the hardware button in the upper left area of the front of your Pocket PC Phone.

If you use **Outlook** on your desktop PC, you can synchronize contacts between your device and PC (see Chapter 4).

Viewing contacts

- Select the category of contacts you want displayed in the list.
- Tap and enter part of a name to quickly find it in the list.
- Tap letters at the far right of contact entries in the list, such as **h** (home), **w** (work), or **m** (mobile), to see the entire list of phone numbers and/or E-mail addresses that have been entered for that contact.
- Tap a contact name in the main list to display or edit that contact's details.
- Tap and hold to display a pop-up menu of available actions.

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

Creating or changing a contact

- Tap **Start > Contacts > New**.
- Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.
- 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.
- To add notes, tap the **Notes** tab. You can enter text, draw, or create a voice recording.
- To modify contact data, tap the desired entry in the contact list to display a summary screen, and then tap **Edit**. To cancel edits, tap **Edit > Undo**. When finished, tap **OK** to return to the contact list.

If you enter a name with more than two words, the middle word will be recorded as a middle name. If your contact has a double first or last name, tap the **Name** arrow and enter the names in the proper box.

Finding a contact

Various methods are available to help you search for the desired contact entry.

- Tap **Start > Programs > Find**, enter either the contact name (first, last, or middle), or phone number, or address. Select **Contacts** from the drop-down list in the **Type** field, and then tap **Go**.
- From **Contacts**, start typing a contact name until you see it displayed on the screen. To show all contacts again, tap the text box at the top of the screen and clear the text, or tap the arrow icon to the right of the text box.
- Tap one of the sets of letters displayed at the top of the contact list. This takes you to the contact names beginning with those letters.
- In the contact list, tap the category list (labeled **All Contacts** by default) and tap the category to which you've assigned a contact. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **No Categories**.
- 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.
- Press and hold the top of the navigation pad until alphabetical letters appear on the screen in large type. Then use the navigation pad to scroll through the alphabet and select a letter.

Beaming contacts

- Select the desired contact, then select **Beam Contacts** from the Tools menu. Or, press your stylus on a contact entry in the list, then select **Beam Contact** from the pop-up menu.
- To select multiple contiguous contacts for beaming, tap and drag your stylus across the contacts you want to beam. Then tap **Tools > Beam Contacts**.

When using **infrared (IR)**, align the **IR** ports between the devices so that they are unobstructed and within close range.

The Options screen

Select **Options...** from the Tools menu. To increase the available space for displaying contacts in the list, uncheck the **Show ABC tabs** checkbox. To display names in the list only (no phone numbers), check the **Show contact names only** checkbox.

The area code and country/region for new contacts are automatically entered based on the information in the **Country/Region settings** fields.

NOTE: You can also edit/manage your Contacts entries, and assign Photo IDs to them, using **Photo Contacts** as explained in Chapter 3. (**Start > Programs > Photo Contacts**.)

7.3 Tasks

Use **Tasks** to keep track of things you need to do. **Tasks** can be invoked by selecting **Start > Programs > Tasks**. A variety of task information can be displayed on the *Today* screen. And, if you use **Outlook** on your desktop PC, you can synchronize tasks between your device and PC (see Chapter 4).

Creating or modifying a Task

- To create a new task with detailed information, such as start and due dates, tap **Start > Programs > Tasks > New**.
- To assign the new task to a category, tap the **Categories** field and select a category from the list. To create a new category, tap the **Add/Delete** tab, enter the category name, and then tap **Add**. The new category is automatically selected in the **Select** tab.
- To add notes, tap the **Notes** tab. You can enter text, draw, or create an audio recording. When finished, tap **OK** to return to the task list.
- To change a task, tap the desired item in the task list to open a summary screen, and then tap **Edit**.
- To quickly create a task from the main Tasks screen, enter text in the **Tap here to add a new task** field at the top of the screen. If you don't see this box, tap **Tools > Entry Bar** (toggles the Entry Bar off and on).
- By default, all tasks are displayed. To display tasks by *Category* in the main Tasks screen, tap the arrow near the upper *left* corner of the screen, then select a category from the drop-down list. Or, to display by *Status, Priority, Subject, Start Date, or Due Date*, tap the arrow near the upper *right* corner of the screen, then select from the drop-down list.

Setting a reminder for a Task

1. In the task list, tap the desired task, and then tap **Edit**.
2. Tap the **Due** field and set a due date if you have not already done so.
3. Tap the **Reminder** field and select **Remind me**. You will be reminded at 8:00 in the morning on the due date.
4. To change the reminder date, tap the date displayed.
To be automatically reminded of new tasks with a due date, in the task list, tap **Tools > Options** and select **Set reminders for new items**.
To choose how you are reminded, for example by a sound, tap **Start > Settings > the Personal tab > Sounds & Notifications**.

Beaming Tasks

- Select the desired task, then select **Beam Task** from the Tools menu. Or, press your stylus on a contact entry in the list, then select **Beam Task** from the pop-up menu.
- To select multiple contiguous tasks for beaming, tap and drag your stylus across the tasks you want to beam. Then tap **Tools > Beam Task**.

7.4 Notes

Notes help you quickly capture ideas, notes, and thoughts. You can create a note using written and typed text, drawings, and voice recordings. You can also share your notes with others through E-mail, infrared, and synchronization with your desktop/notebook PC (see Chapter 4).

To create documents with advanced formatting or templates, such as bulleted lists and tabs, use word processing software developed for your device, such as **Pocket Word**.

Creating a Note

1. The Notes application can be launched by either tapping **Start > Programs > Notes**, or by pressing the uppermost hardware button on the left side of your Pocket PC Phone (illustrated in Chapter 1).
2. Tap **New** in the Command Bar at the bottom of the screen.
3. Create your note by writing, drawing, typing, or recording. See *Entering Information* in Chapter 2 for details about using the input panel, writing and drawing on the screen, and creating recordings.

TIP: You can insert the date in a note. First, de-select the *Pen Tool* icon  in the Command Bar, and make sure that no drawings are selected. Next, tap and hold anywhere on the note, then select **Insert Date** from the pop-up menu.

Sending a Note by E-mail

1. If you haven't already set up **Messaging** to send and receive messages, see Chapter 8 for instructions.
2. In the note list in the main Notes screen, press your stylus on the note/recording you want to send. (Multiple selection is not allowed for the **Send via E-mail** operation.)
3. Select **Send via E-mail** from the pop-up menu. The Compose Message screen opens, with the selected Note already attached. Send the E-mail as you normally would.

Beaming Notes

- Press your stylus on a note in the list, then select **Beam File...** from the pop-up menu.
- To select multiple contiguous notes for beaming, tap and drag your stylus across the notes you want to beam. Then press and hold on the selected items and select **Beam File...** from the pop-up menu.

When using **infrared (IR)**, align the **IR** ports between the devices so that they are unobstructed and within close range.

The Options screen

In the main Notes screen, select **Options...** from the Tools menu.

You can select a **Default mode (Writing or Typing)**, and you can select a pre-designed template to use for all new notes in the **Default template** field.

If you store most of your notes/recordings on a storage card, you can select **Storage Card** in the **Save To** field. (Default is **Main Memory**.)

By default, pressing the Notes hardware button on the upper left side of your Pocket PC Phone (illustrated in Chapter 1) will switch to the Notes application. If desired, you can change the default behavior by selecting **Stay in current program** in the **Record button action** field.

Tap **Global Input Options** if you want to change the behavior of *Word Completion*, *Input Method*, and other options such as *Voice recording format*, etc.

Chapter 8

Messaging Features

8.1 E-Mail and Text Messages

8.2 MSN Messenger

8.3 MMS Messages



8.1 E-Mail and Text Messages

You can receive E-mail and text messages in **Messaging**. E-mail messages are sent by using an address you receive from your Internet service provider (ISP), an E-mail service provider, or your employer. Text messages are sent and received through your phone service provider by using a phone number as the message address.

You can also send and receive E-mail by synchronizing with your desktop/notebook PC, or by connecting to a Post Office Protocol 3 (POP3) or Internet Message Access Protocol 4 (IMAP4) mail server. You need to set up an E-mail account for each method that you use except for an **Outlook** E-mail account, which is set up by default. The **Outlook** E-mail account on your Pocket PC Phone is used to store messages that you send and receive through synchronization with a PC. Account names (MMS, Outlook E-Mail, Text Messages) appear when you open the folder list by tapping **Inbox** in the message list view, near the upper left corner of the screen.

How you download copies of messages depends on how you are receiving messages:

- If you receive E-mail messages through a remote E-mail server, follow the instructions on the next page, under "*Downloading messages from a server.*"
- If you receive E-mail messages through ActiveSync, begin synchronization. For more information, please refer to Chapter 4.
- Text messages are automatically received when your Pocket PC Phone is turned on. Otherwise, messages are held by your service provider until the next time your Pocket PC Phone is turned on.

Setting up an account

Start **Messaging** on your Pocket PC Phone by selecting **Messaging** on the Start menu. Select **Outlook E-mail** in Accounts. Tap **Accounts** in the Command Bar, then select **New Account...** from the menu, to set up an account. The **E-mail Setup** wizard will prompt you to fill in the necessary information to complete the setup.

1. Fill in your **E-mail address**, then tap **Next**.
2. The **Auto configuration** will attempt to connect your Pocket PC Phone to your E-mail server and automatically download the necessary connection settings. If **Auto configuration** is unsuccessful, contact your ISP or network administrator.
3. Enter **Your name**, **User name** and **Password**, then tap **Next**. If you check the **Save password** box, your device will not ask for your password the next time you log in to an E-mail account. However, other people can access your account if you lose the device.
4. Select the appropriate **Account type** that your E-mail provider supports (**POP3** or **IMAP4**). Enter a **Name** for your E-mail account, then tap **Next**.

5. Enter your E-mail provider's server name information for **Incoming** mail and **Outgoing** mail, then tap **Finish**.

When finished, tap **Accounts**. Your new E-mail account will be displayed under this menu. You can start connecting to your E-mail server at this point.

You can set up several E-mail accounts, in addition to your **Outlook** E-mail account. A **Text Messages** account and an **MMS** account is already pre-configured in **Messaging**.

Changing options for an account

1. Tap **Accounts > Accounts**.....
2. Tap the name of the account, and follow the instructions on the screen.

Deleting an account

1. Tap **Accounts > Accounts**....
2. Tap and hold the name of the account, then tap **Delete**.

You cannot delete the **Text Messages** account or the **MMS** account.

Downloading messages from a server

In **Messaging**, tap **Accounts > Connect** to open a connection to the Internet or your corporate network, depending on the account. For more information, please see Chapter 6.

1. Tap **Accounts** and ensure that the account you want to use is selected (marked by a "bullet").
2. Tap **Connect**. The messages on your device and E-mail server will then be synchronized. New messages are downloaded to your Pocket PC Phone **Inbox** folder, messages in your Pocket PC Phone **Outbox** folder are sent, and messages that have been deleted from the server are removed from your Pocket PC Phone **Inbox**. Tap a message in the message list to open it.
3. If you read a message and decide that you need the full copy, tap **Edit > Mark for Download** while in the message window. If you are in the message list, tap and hold the message, and then tap **Mark for Download**. This will also download message attachments if you selected those options when you set up the E-mail account. You can also choose to download full copies of messages by default.
4. When finished, select **Disconnect** from the Accounts menu.

Receiving attachments

An attachment sent with an E-mail message or downloaded from the server appears as an icon at the bottom of the message in its own window pane. Tapping the attachment icon opens the attachment, if it has been fully downloaded. You can mark an attachment for downloading (**IMAP4 account only**) the next time you connect.

Via synchronization

1. Start ActiveSync on your PC.
2. Click **File > Mobile Device** and then select your mobile device.
3. Select **Options** from the Tools menu.
4. Select the message account, then **Settings**, and then select **Include File Attachments**.

Via a remote IMAP4 E-mail server

1. From **Messaging**, tap **Accounts > Accounts... > IMAP4**.
2. Tap **Next** until you reach **Server Information** and then tap **Options**.
3. Tap **Next** twice, select **Get full copy of messages**, and then **When getting full copy get attachments**.

Embedded images and objects cannot be received as attachments. An embedded message can be viewed as an attachment when using **IMAP4** to receive E-mail. However, this feature does not work if **TNEF (Transport Neutral Encapsulated Format)** is enabled so that you can receive meeting requests.

Composing and sending a message

Text Messages (SMS) cannot be used to send E-mail messages. You can tap the double arrows next to the **Subj.** field to show the complete header. From the **Account** list, select an E-mail account.

If you are sending a text message (SMS) and want to know if it was received, before sending the message you should tap **Tools > Options > Request message delivery notification**.

You can also send a text message from the **Phone Dialer Screen** by tapping **Tools > Send Text Message**. A New Message screen will appear in **Messaging**.

1. In the message list, tap **Accounts** and select **Outlook E-Mail, Text Messages (SMS)**, or the desired E-mail account.
2. Tap **New**.
3. Enter the E-mail address or text message address of one or more recipients, separating them with a semicolon. To access addresses and phone numbers from **Contacts**, tap **To** or tap the **Address Book** button.
4. Enter your message. To quickly add common messages, tap **My Text** and tap the desired message.

TIP: To check spelling, tap **Tools > Spell Check**.
5. Tap **Send**. If you are working offline, the message is moved to the **Outbox** folder and will be sent the next time you connect.

Managing Messages and Folders

Each E-mail account and text message account has its own folder hierarchy with five default folders: **Inbox**, **Outbox**, **Deleted Items**, **Drafts**, and **Sent Items**. The messages you receive and send through the mail account are stored in these folders. You can also create additional folders within each hierarchy. The behavior of the folders you create depends on whether you are using an **Outlook E-Mail**, **Text Messages**, **POP3**, **MMS**, or **IMAP4** account.

If you use an **Outlook E-Mail** account, E-mail messages in the **Inbox** folder in **Outlook E-Mail** will automatically be synchronized with your device. You can elect 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.

If you use a **Text Messages** account, messages are stored in the **Inbox** folder.

If you use a **POP3** account and you move E-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the device **Inbox** folder 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 device.

If you use an **IMAP4** account, 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 device or PC. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

For all accounts except **Outlook E-Mail**, you can access folder options by selecting **Manage Folders** from the Tools menu.

8.2 MSN Messenger

MSN Messenger capabilities include:

- Seeing who is online.
- Sending and receiving instant messages.
- Having instant message conversations with groups of contacts.
- Notifying contacts of your on-line status.
- Blocking contacts from seeing your status or sending you messages.

To use MSN Messenger, you need a **Passport** account, or an **Exchange** E-mail account that your employer provides. After you have one of these accounts, you will need to:

- Set up an account on MSN Messenger.
- Sign in to MSN Messenger.

Setting up an account

Before you can use MSN Messenger, you must set up the instant messaging account(s) to use. For MSN Messenger Service, you must have a **Passport** or **Hotmail** account. For Exchange Instant Messaging, you must have an **Exchange** account.

1. To use **MSN Messenger Service**, set up a connection to the Internet. To use **Exchange Instant Messaging**, set up a connection to your corporate network.
2. Tap **Start** menu > **Programs** > **MSN Messenger**.
3. In **MSN Messenger**, tap **Tools** > **Options** > the **Accounts** tab.
4. Select **Enable MSN Messenger Service** and/or **Enable Exchange Instant Messaging**.
5. Enter your sign-in name and password for the selected account(s). Your sign-in name is usually in the form: **username@domain.com**.
6. If you selected both accounts, tap **Settings**, and select which account to sign in to first.
 - To set up a Passport account, go to <http://www.passport.com>.
 - To set up a Hotmail account, go to <http://www.hotmail.com>.
 - To set up an Exchange account, see your network administrator.

Signing In and Signing Out

1. To sign in, tap anywhere on the screen. Follow the directions on the screen.
2. To sign out, tap **Tools > Sign out**.

To sign in as your device is connected to the Internet, tap **Tools > Options > the General** tab, then check the **Run this program upon connection** checkbox.

Signing in to an **Exchange** account may take several minutes depending upon your connection speed. Reducing the number of **Exchange** contacts will decrease your sign-in time.

8.3 MMS Messages

With your Pocket PC Phone, you can create and share your own MMS messages with friends and family, complete with photos, videos, text, and audio. You can even use the Pocket PC Phone's camera to capture photos and video clips during the process of composing a new MMS message, and immediately send the newly-captured file with the message.

Launching the MMS Composer screen

MMS is incorporated into the Pocket PC Phone's **Messaging** function. You can access MMS directly by selecting **Start > Messaging > Accounts > MMS**. Your device also allows you these additional ways to launch the MMS composer screen:

- From the **Album** application: Select any picture in Album, then select **Send via MMS** from the Tools menu. At this point you will be directed to the MMS Composer screen in Messaging with the selected file attached.
- From the **Camera** application: Capture a picture or a video clip. A Review mode pop-up menu will let you select from four icons after you have captured an image or video file, one of which will let you **Send via MMS**.

Message Boxes

To view message folders:

When the program starts, it will take you to your message boxes. From the drop-down list, select the one you wish to view.

To view message options:

Within each message box, you can tap and hold on an individual message to see various options.

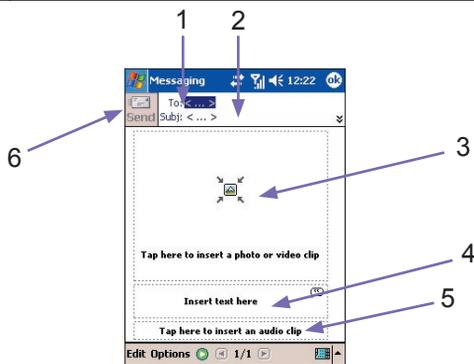
Creating an MMS Message

MMS messages are created by combining various slides. Each slide can consist of a photo, an audio or video clip, and/or text.

To begin, select **Start > Messaging > Accounts > MMS**.

In the MMS Inbox, tap **New** in the Command Bar. You may not automatically be taken to a blank message, but to a page that displays pre-made templates; choose the template you want. If you would prefer to create a blank message next time, check the “Always choose custom” checkbox. The blank message screen is illustrated on the next page.

Option	Explanation
New	Creates a new message
Delete	Removes the message
Move...	Moves the selected message to another folder
Reply	Lets you respond to the message by sending one of your own
Reply All	Responds to everyone included in the initial message
Forward	Sends the message to someone else
Send/Receive	Send or receive the selected message
Mark as Unread	Makes the message appear as if it is a newly-received message
Message Info	Displays various message information, such as the sender, the subject, the date and time it was sent, and the size



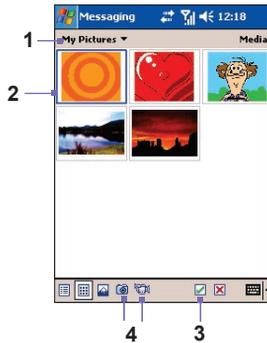
1. Enter the recipient's phone number or E-mail address directly.

Or, tap on the **To** button. Then in the next screen, select either the **Phone** tab to see your phone book entries, or **Email** to list your E-mail address book. Select the desired item and tap OK.

2. Enter a subject for your message.
3. Tap here if you want to choose a photo or video to send (see next page).
4. Tap here to input a text message.
5. Tap here if you want to include an audio clip.
6. When you're ready, tap **Send**. Otherwise, tap **Cancel**.

Adding a picture or video clip

You can add either a still image or a video clip to each individual slide. After you've tapped the area in the MMS Composer screen to add a photo or video (shown on previous page), you will be able to select the file you want to include.



1. This drop-down list lets you select a specific location if you need to navigate to other locations containing photos/videos.
2. Tap the file that you want to add.
3. After tapping a file in this screen, tap to select. You will then be returned to the MMS Composer screen, and the file will be attached.
4. Or, you can take a new picture or video clip using your Pocket PC Phone's built-in camera, and add it to your MMS message immediately. To do this, tap the **Camera** icon or the **Video** icon shown above in item 4. The picture or video clip will automatically be inserted.

NOTE: Pressing your stylus on a thumbnail will display a pop-up menu containing the **File Info** and **Delete** commands. **File Info** displays the file name, resolution, date, and size of a photo. When viewing video file information, the duration of the video is also listed.



Adding text

You can add text to any slide. You can either enter new text from the keyboard, or use **Canned Text**. Initially, a listing of pre-defined phrases is available in Canned Text, but you can save any additional desired words/phrases to the list. You can also edit and delete items in the list.

- Tap the **Insert text here** box in the MMS Composer screen, then use the keyboard to enter the text you want to send.
- Or, to insert **Canned Text**, tap the small icon in the upper right corner of the **Insert text here** box. The Canned Text screen will appear. Select a phrase in the list, then tap  to select. You will be returned to the MMS Composer screen.

NOTE: Press your stylus on any item in the Canned Text screen to open a pop-up menu. Select **Delete** to delete that item, **Edit** to modify the selected item, or **New** to create a new item to be added to the canned text.

Adding audio clips

Single audio clips can be added to each slide. You can either include an existing sound file, or record a new one.

- **To add an existing audio file**, in the MMS Composer screen, tap the area at the bottom of the screen that says **Tap here to insert an audio clip**. In the next screen that appears, browse to and select the desired audio file. When you tap on a file, it will be played. Use the toolbar at the bottom of the screen to **Stop** and **Play** the file. To insert the file into the MMS message, tap the  icon. Or tap  to cancel.
- **To record a new audio clip**, tap the **Record**  icon in the lower left corner of the screen, then tap  to start recording and  to finish. You will be returned to the MMS Composer screen and the new AMR audio clip will automatically be inserted.

Menu commands

Two menus are available in the Command Bar at the bottom of the screen:

Edit Menu

Insert Slide	Adds a new, blank slide to your current message.
New From Template..	Lets you create a new message using a pre-made template.
Save As Template	Lets you save the current message as a template for later use.
Delete Slide	Removes the current slide from your message.
Organize Slides...	Lets you arrange the slide order and display time for each slide.
Add vCard...	Attaches a Contact Card from your Contacts to the message.
Add vCalendar...	Attaches an appointment of your choice to the message.
Capture Picture...	Lets you take a new picture and attach it to the message.
Capture Video...	Lets you capture a new video file and attach it to the message.
Cancel	Cancels the message creation and returns you to your message box.

Options Menu

Text	Choose between Top and Bottom . This determines where your included text will appear in the message.
Send Options...	<ul style="list-style-type: none"> ■ If desired, you can un-check the Send the message now checkbox and then manually set a future date and time when you would like the message to be sent. ■ From the Expiration drop-down list, select how long you want the message to be stored on the server. The server will stop attempting to deliver the message after the set time expires. ■ Set the message priority to <i>Low</i>, <i>Normal</i>, or <i>High</i> using the Priority drop-down list. ■ If you want to be notified when the recipient downloads your message, check the Delivery Report checkbox.

Viewing a message

You have various options when viewing a message that you have received:

- Use the **playback** controls (**Play/Pause**, **Stop**) to view the message. You can pause it anytime during playback.
- Tap **Objects** to see a list of each file. If you want to save a particular file, tap it, then choose **Save** from the **Tools** menu.
- You can also view the slides manually. Use the navigation buttons to scroll through the message.

MMS Settings

To view and edit your MMS Messages, select **MMS Settings** from the Tools menu.

Options in the **Preferences** tab:

- **Connect Via:** Select your type of network connection from the drop-down list.
- **Retrieve Messages Immediately:** Typically, you receive a notification whenever a new message is available. Checking this box downloads new messages automatically. You can also choose to download messages while roaming.
- **Save Sent Messages:** Check this option to save a copy of messages that you send.
- **Attempts Before Giving Up:** This value sets the number of times the program will attempt to send your message before stopping.
- **Photo Resolution:** Choose the resolution for images that you send. You may want to lower the original resolution to help shorten the send/receive time.

The **Servers** tab lists all available servers that you can use, and lets you set up a new one.

The **About** tab displays version and copyright information of MMS Composer, and the End User License Agreement.

The selected Messaging account will be used for all “Send” operations

Please be aware of the following behavior of the Messaging functions. After you have selected an account, your Pocket PC will recognize it as the account to be used for subsequent message-sending in the current session. To select an account:

1. Select **Messaging** from the Start menu.
2. Tap **Accounts** at the bottom of the *Messaging* screen.
3. From the menu, select the desired account: **Text Messages**, **Outlook E-Mail**, or **MMS**.

After you have selected an account, it will be recognized as the account to be used for message-sending, and will override other Send commands no matter what application you are using.

Example 1:

1. Select **Start > Messaging > Accounts > MMS**.
2. Invoke the **File Explorer** utility. Tap-and-hold on an image file or video file.
3. From the pop-up menu, select the **Send via E-mail...** command.

The **MMS Composer** screen is invoked. The selected file is attached and ready to be sent via MMS.

Example 2:

1. Select **Start > Messaging > Accounts > Outlook E-Mail**.
2. Invoke the **Album** application. Select an image file or video file.
3. From the Tools menu, select the **Send via MMS** command.

The *Compose New* screen of Outlook's Inbox opens. The selected file is attached and ready to be sent via **E-Mail**.

In this case, if you want to use **Album** to send files via MMS, you would need to go back to **Messaging** and select **MMS (Start > Messaging > Accounts > MMS)**. Then return to **Album**, select the desired file, and select **Tools > Send via MMS**.

Chapter 9

Applications

9.1 Pocket Word

9.2 Pocket Excel

9.3 Windows Media Player

9.4 Pictures

9.5 Truefax

9.6 MIDlet Manager

9.7 ZIP



9.1 Pocket Word

You can create and edit documents and templates in **Pocket Word** just as you would do in **Word** on your desktop PC. Pocket Word documents can be saved as **.psw**, **.doc**, **.rtf**, or **.txt** files. You can enter information in a document by typing, writing, drawing, or recording. After you close a document and name it, the document is automatically placed in the Pocket Word document list.

Synchronizing Pocket Word documents

Pocket Word documents can be synchronized with Word documents on your PC. To synchronize files, select the **Files** type for synchronization in the ActiveSync **Options** settings on your PC. When you select **Files**, a My Documents folder is created on your PC's desktop. Place all the files you want to synchronize with your Pocket PC Phone in this folder. Please note that password-protected files cannot be synchronized.

Pocket Word files that are stored in My Documents and its subfolders are synchronized with the PC. ActiveSync will convert the documents during synchronization.

When you delete a file on your PC or your Pocket PC Phone, the file will be deleted in the other location the next time you synchronize.

For more information on synchronization, or file conversion, see ActiveSync Help on the PC.

Document conversion

The Word documents (.doc) and templates (.dot) created in Word 6.0 or later on the desktop PC are converted to Pocket Word documents (.psw) and templates (.psw). The conversion takes place:

- During file synchronization.
- When you copy a Word file from the PC to your Pocket PC Phone.
- When you open an E-mail message on your Pocket PC Phone that includes an attached Word file.

Pocket Word documents are converted to Word documents when they are synchronized or copied back to the PC. During the conversion from Word to Pocket Word, most simple text and paragraph formatting will be retained and displayed, but some formatting attributes could be changed or lost.

9.2 Pocket Excel

You can create and edit workbooks and templates in **Pocket Excel** just as you would do in **Excel** on your PC. **Pocket Excel workbooks** are usually saved as **.pxl** files, but you can also save them in the **.xls** format. When you close a workbook, it is automatically named and placed in the Pocket Excel workbook list. You can attach a password to a workbook to ensure privacy.

Synchronizing Pocket Excel workbooks

Pocket Excel workbooks can be synchronized with Excel workbooks on your PC. To synchronize files, select the **Files** type for synchronization in the ActiveSync **Options** settings on your PC. When you select **Files**, a My Documents folder is created on your PC's desktop. Place all the files you want to synchronize with the device in this folder. As with Word, password-protected Excel files cannot be synchronized.

Pocket Excel files that are stored in My Documents and its subfolders are synchronized with the PC. ActiveSync converts documents during synchronization.

When you delete a file on your PC or your device, the file will be deleted in the other location the next time you synchronize.

For more information on synchronization or file conversion, see ActiveSync Help on the PC.

Workbook conversion

The Excel files (.xls) and templates (.xlt), created in Excel version 5.0/95 or later on the PC, are converted to Pocket Excel workbook (.pxl) or template (.pxt) files. The conversion takes place:

- During file synchronization.
- When you copy an Excel file from the PC to your Pocket PC Phone.
- When you open an E-mail message on your Pocket PC Phone that includes an attached Excel file.

Pocket Excel workbooks are converted to Excel workbooks when they are synchronized or copied back to the PC. During the conversion from Excel to Pocket Excel, most simple text and paragraph formatting will be retained and displayed, but some formatting attributes could be changed or lost.

9.3 Windows Media Player

Your Pocket PC Phone comes with Microsoft® Windows Media® Player 10 Mobile. Use **Windows Media Player** to play audio and video files that are stored on your Pocket PC Phone, a network, or the Internet.

Select **Start > Programs > Windows Media** to launch Windows Media Player.

Audio file formats supported include Windows Media Audio (.**wma**), and MP3 (.**mp3**).

The supported video file format is Windows Media Video (.**wmv**, .**asf**).

TIP: Sample content in the Windows Media Format for your Pocket PC Phone can be found at <http://www.windowsmedia.com>.

About Playlists

A playlist is a list of digital media files that play in a specified order. By using playlists, you can group audio and video files together for convenient playback. For example, you can create a playlist of your favorite songs by a particular artist or a playlist of work-related video clips.

Playing a file on a network

To play streaming media, a song or video that is stored on the Internet or on a network server, your Pocket PC Phone must first be connected to a network as explained in Chapter 6. Then, in the playback screen, tap **Menu** in the Command Bar, and select **Open URL....** Enter a URL in the **URL** field, then tap OK.

Comprehensive On-line Help messages

Context-sensitive Help is available for all functions of Windows Media Player. Selecting **Help** from the **Start** menu will open a Help topic providing comprehensive information related to the current Media Player screen. For example, the initial screen that appears when you first invoke Windows Media Player is the *Libraries* screen. Selecting **Help** would then display the Help topic entitled "About Libraries." In the *Playlist* screen, selecting **Help** will display information about creating, editing, and using playlists. Or, when in the *Playback* screen, selecting **Help** will access the main Help Contents.

9.4 Pictures

Pictures collects, organizes and sorts image files in the JPEG format on your Pocket PC Phone. With **Pictures**, you can download JPEG images to your desktop PC/Notebook, use ActiveSync to copy the files to your Pocket PC Phone, and view the images as a slide show, beam them, send them via E-mail, edit them, and more.

The **.jpg** image files can also be stored and transferred to your Pocket PC Phone from an MMC, SD, or any storage form factor supported by your digital camera. Insert a card into the memory card slot and then copy or drag the pictures from your PC to the My Documents directory on the memory card. (If the memory card does not have a My Documents folder, you must create one first).

Transferring pictures

Picture files stored on your PC can be synchronized with **Pictures** on your device. Picture synchronization is not automatically selected in ActiveSync; you need to tap the sync option **Files** in ActiveSync Options on your desktop PC to activate this function.

Finding and viewing pictures

1. Select **Start > Programs > Pictures**.
2. Tap **My Pictures** (under the Title Bar) and select a folder from the drop-down menu.

Tap to select a folder from the drop-down menu



- In the Command Bar at the bottom of the screen, tap  to view pictures as a **slide show**. (Item 1 above.)
- Tap  to view pictures stored in your **My Pictures** folder. (Item 2 above.)
- Tap  to view pictures stored on a storage card. (Item 3 above.)

During a **Slide Show**, tap anywhere on the screen to display the Slide Show toolbar, which you can use to pause the Slide Show and rotate the view. Press the **Left/Right** controls to move forward or backward through the slides.

Sorting files

Near the upper right of the *Pictures* screen, under the Title Bar, tap the "Sort By" field and then select either **Name**, **Date**, **Size**, or **Type** from the drop-down list. The currently active sort method is displayed (in the sample illustration on the previous page, **Date** is displayed).

Deleting a file

Press the stylus on the thumbnail of the picture you want to delete. Select **Delete** from the pop-up menu.

Editing pictures

You can **rotate**, **crop**, **zoom** and adjust the **brightness** and **color contrast** of your JPEG pictures. Tap the desired picture, then:

- Tap  to rotate a picture 90 degrees counter-clockwise.
- Tap  to crop a picture by dragging and selecting the crop area. Tap outside of the box to stop cropping.
- Tap  to display the Zoom panel, from which you can zoom in or out of a picture, or return a picture to full-screen size.
- Select **Edit > Brightness and Contrast** to adjust the brightness and contrast of a picture.
- Select **Edit > Undo** to undo an edit, or **Redo** to redo an edit.

Setting a picture as the Today screen background

You can use one of your own **.jpg** pictures as the background on the *Today* screen, and specify how you want it displayed on the screen, such as adjusting the transparency level.

1. In **Pictures**, tap the picture you want to set as the background.
2. Tap **Tools > Set as Today Wallpaper**.

The default setting for the transparency level of the background picture is 65%. This can be adjusted in the **Set as Today Wallpaper** screen.

Other options

You can set the **Pictures** application to be launched automatically when a digital camera storage card is inserted.

1. Tap **Tools > Options > the General tab**.
2. Check the **Detect digital camera storage cards** checkbox.

You can also set the length of the time delay between slides during Slide Show playback.

1. Tap **Tools > Options > the Slide Show tab**.
2. Select a number of seconds, then tap **OK**.

9.5 Truefax

Truefax is a utility that allows you to send and receive faxes on your Pocket PC Phone.

Before you send or receive a fax, make sure that the device is connected to a **GPRS** network. The GPRS network status is confirmed by an antenna symbol **G** on the status bar. Please note that the performance of fax communication is determined by the relative strength of the GPRS network signal.

Sending a fax

1. Tap **Start menu > Programs > Truefax > New**.
2. In the **Recipient** dialog screen, enter the recipient's name and fax number. Alternatively, you can also choose a contact from **Contacts** by tapping  next to the **To:** field. As a shortcut, **Truefax** enables you to access the **Contacts** to compose the recipient's data. While working on **Contacts**, you can select up to 10 names to send the fax to. Check the **Multiple recipients** box to list the selected contacts with the Multiple Recipient mode.
3. To attach a cover page to your fax document, choose the available type of cover pages from the drop-down list and tap **Next**. A **Note** dialog box will appear if you choose a coverage template.
4. Enter a subject of the fax in the **Subject** field. (Entering a subject in the **Subject** field may help you to manage your faxes later on.) In the lower edit field, you can enter more text that will also appear on the cover page. Tap **Next** to continue, or tap **Back** to modify settings in a previous dialog. A warning message will appear if you didn't enter the **Owner Information** on your device. This information will be shown on the cover page if you entered it in **Start > Settings > Owner Information**.
5. To attach a document, tap the **Add** button, which will display all available documents stored on your Pocket PC Phone. Find the file you want to attach. Tap **OK**. Repeat this procedure until you have completed your selection. Or, you can create a new fax note by tapping **New**. You can modify the order in which the documents are to be attached. Tap the **Up** or **Down** arrow next to the attachment list to move the document you have selected. To remove an item from the list, select the document and tap **Delete**.

6. After you have completed the selection of your attachment(s) and tapped **Next**, a summarized **Preview** screen will list all the settings of this fax document. A small window will show you a preview of the fax. Tap this window to open a larger preview screen, which also enables you to write a note on the documents.
7. Tap **Send** to connect to your internal modem and send all composed faxes. A duplicate copy will be stored in the **Outbox** folder. As soon as the fax-sending dialog is open, the Pocket PC Phone will automatically switch to **Flight mode**. Once the fax is successfully sent, the **Flight mode** is automatically switched off and your Pocket PC Phone will return to normal connectivity status.

Receiving a fax

To receive faxes with **Truefax** via your Pocket PC Phone, you need a special fax number assigned by your mobile Pocket PC Phone operator. Currently, it's not possible to receive faxes through your Pocket PC Phone with a standard mobile phone number. Contact your mobile operator for the availability of this service. To receive a fax:

1. Tap **Start > Programs > Truefax**.
2. Tap  in the menu bar to open the receipt dialog and to activate the modem. **Truefax** will then wait for incoming faxes.
3. After the fax has been received, **Truefax** will switch to **Waiting for incoming call**. To close the receipt dialog, tap the **Cancel** button and wait until the button changes to **Close**, which could take some time.
4. You will find the document in the fax **Inbox** folder when a fax has been received.

Re-activating the phone module

After a fax has been sent or received, you need to do the following in order to re-activate the phone module of your Pocket PC Phone.

1. Tap the antenna symbol  on the Taskbar to open the Connectivity screen of your Pocket PC Phone.
2. Tap **Turn off flight mode** in the dialog that appears.
3. After a while, the "x" of the antenna symbol will be replaced by a "!" and the antenna symbol with the signal bars will re-appear.

In certain situations it is necessary to re-enter your **PIN** code in order to re-connect to a GPRS network.

Using the Fax Viewer

The fax viewer allows you to look at a fax and draw text or sketches on an existing document, or on a newly-created document.

- You can zoom a document by tapping  on the Toolbar and choosing the zoom factor from the list that opens.
- With , you can choose the pen width, choose between a white or black pen, and select **Clear Page** to clear all previous modifications on the fax document.
- Tap the **Undo** or **Redo** button  to reverse what you have done with the pen or to reverse a rejected action.
- Tap  to view your fax documents page by page.
- With , you can:
 - **Invert** to show the actual page inverted. All black points will be white and all white points will be black.
 - **Rotate by 180 deg.** so that a fax received upside down can be viewed without rotating your Pocket PC Phone.
 - **Show Margins** that can be thin borders, drawn in the fax viewer dialog.
 - **Page Info** to display information about the chosen page.

Customized templates

Truefax allows you to customize your documents to tailor a personal or corporate identity for your faxes. The identification dialog consists of three edit fields to display additional information about the sender. Tap **Start > Programs > Truefax > Tools > Identify...**

Banner Name and **Banner Number** are both shown in the banner on the top of each page of the fax, if you have activated the **Send Banner** checkbox.

The fax device of the receiver will show the **Station ID** as the sender number.

Using Properties

1. Tap **Start > Programs > Truefax > Tools > Properties...** In **Logo graphic**, you can tap the **File** button if you want to choose a bitmap that will be used as a logo representing the sender on the cover page.
2. The **Units** option allows you to choose the unit of measurement you are most familiar with. You can specify **inch** or **cm** (centimeter).
3. The last and bottom part of the Properties dialog is for the **Fax Viewer** customization. In the Properties dialog you can customize the **Fax Viewer** by selecting:

- **Text size:** Enlarge the text font when viewing the document.
 - **Caption word break:** Make the text break if it does not fit into a single line.
 - **Keep graphics of sent faxes** feature: Faxes that were already sent will not be saved. (Assigning every fax a Subject should better help you to identify your sent faxes without storing the fax documents.)
4. Tap **OK** to save the new settings.

Defining Layout

You can customize the appearance of your fax by modifying the settings in the **Layout** dialog.

Select **Start > Programs > Truefax > Tool > Layout**.

- In the **Font** tab, define the font that will be used for the fax. The only text that won't be shown with this font is the text you have written with the Quick Note feature of the Fax Viewer, because this text will be handled as a graphic.
- The **Margins** tab shows the actual height and width of the margins used for the fax. Modify these values by choosing one of the given values from the list. (The standard measurement unit can be set in the **Properties** options.)

Setting Fax Options

Select **Start > Programs > Truefax > Tool > Fax**.

- The **Fax** Options dialog lets you choose the **Resolution** of your fax. Select the **Fine** resolution to generate high-quality faxes, or choose the **Normal** resolution for optimal transmission rates.
- Check the **Play sounds after send** checkbox to hear a sound prompt after a completed Send or Receive action.

9.6 MIDlet Manager

Your Pocket PC Phone supports Java 2 Edition, J2ME. The MIDlet Manager allows you to download Java applications such as games and tools specifically designed for mobile devices. You will find that some Java applications and games have already been installed on your Pocket PC Phone. The Java MIDlet Manager gives you the flexibility of installing and managing additional J2ME applications from the Internet.

Installing MIDlets directly from the Internet

You can install MIDlets/MIDlet suites directly from the Internet using **Internet Explorer** in conjunction with the **MIDlet Manager**.

1. Connect to the Internet and locate the MIDlets/MIDlet suite you wish to download (this is normally a **.jad** and a **.jar** file).
2. Select the MIDlets/MIDlet suite and download it.
3. You will be asked to confirm before the download begins.
4. A progress screen is displayed while the files are being downloaded. You may cancel the download at any time.

Once your download is completed, the **MIDlet Manager** will automatically start, and will prompt you to install your new MIDlets/MIDlet suite. You must confirm that you want to proceed. If so, the installation of your MIDlets/MIDlet suite is completed. You can cancel the installation at any time.

Installing MIDlets from a PC

You can install MIDlets/MIDlet suite onto your Pocket PC Phone from your PC using the USB sync cable, the optional cradle, infrared, or Bluetooth. MIDlets transferred to your Pocket PC Phone using infrared, Bluetooth, or as E-mail attachments, are automatically saved in the **My Documents** directory.

To install MIDlets via a physical connection (such as USB sync cable or cradle) use Windows Explorer to copy your MIDlet file(s) from your PC to any of the following temporary directories, from where they can be installed by the **MIDlet Manager**.

- **Device memory:** Mobile Device\My Pocket PC Phone\My Documents\My MIDlets
- **Storage card:** Mobile Device\My Pocket PC Phone\Storage Card\

If the **My MIDlets** folder does not exist in **My Documents**, you must create one with exactly the same folder name. A folder named **Storage Card** will automatically appear after you insert the SD card into your Pocket PC Phone.

Once the file(s) have been copied to your Pocket PC Phone or to your Storage Card, you must install the MIDlet/MIDlets suite:

1. Select **Start > Programs > MIDlet Manager > Menu > Install**.
2. The **Install** screen will open, containing a list of all available MIDlets/MIDlet suites.
3. Select one and choose **Install** from the pop-up menu. You will be prompted to confirm your choice.

Optionally, you can remove the MIDlet files from the temporary folder you used by selecting **Delete** on the pop-up menu.

Running MIDlets

The **MIDlet Manager** enables you to run MIDlets/MIDlet on your Pocket PC Phone. You can leave MIDlets running in the background while you perform other tasks on your Pocket PC Phone. You can have multiple MIDlets running at the same time, depending on the total amount of memory available on your Pocket PC Phone.

1. Select **Start > Programs > MIDlet Manager**.
2. Select a suite, and tap to run the MIDlet. The MIDlets/MIDlet suite you selected will open within the **MIDlet Manager** window.

You can tap **Show > Running** to display the MIDlets/MIDlet suite currently running on your Pocket PC Phone. You can also return to a running MIDlet by selecting it from this screen.

You can also tap the **Show > Recent** option to display the most recently used MIDlets (up to a maximum of nine).

Stopping MIDlets

Some MIDlets have an Exit or Stop command within their menu structure, which are determined by the specific software developer.

Stopping one MIDlets/MIDlet suite

To stop an individual MIDlet, navigate to the **Running MIDlets** screen:

1. Tap **Start > Programs > MIDlet Manager**.
2. Tap **Show > Running**.
3. Press your stylus on the MIDlet you want to stop, and then select **Stop** from the pop-up menu.

Stopping all MIDlets

To stop all the MIDlets running on your Pocket PC Phone:

1. Tap the **Start** menu > **Programs > MIDlet Manager**.
2. Tap **Show > Running**.
3. Tap **Menu > Stop All**.

Once your MIDlets have been stopped, you will be returned to the **MIDlet Manager** window.

Managing your MIDlets/MIDlet suites

You can organize your MIDlets into groups and define custom groups. You can manage the default settings for MIDlets, including security settings.

Customizing your display settings

1. Tap the **Sort By** menu in the upper right corner of the **MIDlet Manager** screen to personalize your display options.
2. You can choose your MIDlets/MIDlet suite to be sorted by **Name** (A to Z) or by **Size** (small to large).

Changing the display name of your MIDlets

You can change the displayed name of any MIDlet on your Pocket PC Phone. However, you cannot change the names of MIDlet suites.

1. Press your stylus on the MIDlet you wish to change the name of, then select **Rename** from the pop-up menu.
2. Enter the new name for your MIDlet in the dialog box, then tap OK.

Un-installing MIDlets/MIDlet suites

You can remove MIDlets/MIDlet suites from your Pocket PC Phone's memory. First, ensure that the MIDlets/MIDlet suite you want to remove is not running.

1. Select the MIDlets/MIDlet suite in the **MIDlet Manager** window and choose **Un-install**.
2. You will be asked to confirm your decision by selecting OK. The MIDlet is then erased from your device's memory.

You cannot un-install a single MIDlet from a MIDlet suite. You must un-install the complete MIDlet suite.

System Info

You can see the information about the currently used space of the MIDlets/MIDlet suite you have selected by tapping **Menu > System Info**. If the manufacturer has limited the total storage space for MIDlets, the limit and the amount currently available is also shown.

Network Type

Tapping **Menu > Choose Network Type** enables you to choose your connection from the available list. Select the service you want to connect to (The Internet, Secure WAP Network, etc.), then tap OK.

MIDlet Security

You can adjust security settings for each MIDlets/MIDlet suite by selecting a MIDlet and choosing **Security**. Note that some features may not be available for all MIDlets/MIDlet suites.

Security Option	Description
Net Access	Determines whether a MIDlets/MIDlet suite can access the Internet.
Local Connectivity	Enables a MIDlets/MIDlet suite to access services such as infrared and Bluetooth.
App Auto Run	Enables a MIDlets/MIDlet suite to run at specified times, or any time.
Messaging	Determines whether a MIDlets/MIDlet suite can send and/or receive SMS messages.
Multimedia Recording	Enables a MIDlets/MIDlet suite to record sounds and images.

Error Messages

Message	Meaning
Either RAM shortage, or insufficient space on the file system	Insufficient memory available on your Pocket PC Phone.
Network out	No network connection available.
The jar size does not match that specified in the jad	The installation information provided by the MIDlet manufacturer is inaccurate.
The jar manifest does not match the jad	The installation information provided by the MIDlet manufacturer is inaccurate.
Invalid Java application descriptor (jad)	There is a problem with the installation file provided by the MIDlet manufacturer.
Invalid Java archive (jar)	There is a problem with the installation file provided by the MIDlet manufacturer.
This Java application is not compatible with this device	One or more features required by this MIDlet is not available on your Pocket PC Phone.

9.7 ZIP

ZIP allows you to save memory and increase the storage capacity of your Pocket PC Phone by compressing files in the conventional "zip" format. You can view and extract archive files received via web download, E-mail attachment, other mobile devices, or PCs. Or, create new zip files on your Pocket PC Phone.

Starting ZIP and opening a .zip file

Each time **ZIP** is started, it will search for all files on the Pocket PC Phone that have the **.zip** extension, and it displays these files in the Archive List screen. To start **ZIP**:

1. Select **Start > Programs > ZIP**. The **.zip** files currently on your Pocket PC Phone will be listed in the Archive List screen.
2. To open a file, you can do any of the following:
 - Tap the file and select **Open Archive** from the File menu.
 - Tap-and-hold on the file and select **Open Archive** from the pop-up menu.
 - Double-tap on the desired file.

Customizing the view

You can manipulate how the files or parent archive files are displayed by selecting either **Large Icons**, **Small Icons**, **List**, or **Details** from the View menu. The tabs in the **Tools Menu > Options** screen also allow you to set various ZIP behaviors to your own preferences. Each tab also contains a **Reset** button which resets all settings in the current tab to the original default settings.

Archive List screen

When a search for archive **.zip** files has completed, they will be listed in the *Archive List* screen in the order that they were found. In this screen, there are two menus available, the **File Menu** and the **View Menu**. The Toolbar is not displayed in the *Archive List* screen because the following icons are incorporated into the Command Bar at the bottom of the screen: **Open Archive**, **New Archive**, **Delete Archive**, **Archive Properties**, and **Options**. To open the pop-up menu in the *Archive List* screen, tap-and-hold on any filename in the list. The selected file will be the target of any operations performed from the menu. (Multiple selection of **.zip** files is not allowed). After an archive file has been opened, **ZIP** will list the files in the *Individual File* screen.

The **New Archive...** command lets you create a new empty file with a filename extension

of **.zip**. You can then select **Open Archive** on the File Menu to open it in the *Individual File* screen, then use the **Add** command on the Action Menu or Toolbar (in the *Individual File* screen) to compress and add individual files to it. **ZIP** automatically compresses the files before adding them. The default compression level is a compromise between speed and ratio of compression. This can be changed in the **Tools Menu > Options > Action** tab. If you wish to select multiple files in the *Individual File* screen, you can use **Action Menu > Multi-Select Mode**.

Select **Archive Properties...** to view information about the current archive file. You can also **Send** files, via E-mail or via Infrared.

If the *Individual File* screen is currently displayed and you want to switch back to the *Archive File* screen, select **Find Archive** on the File Menu or on the Toolbar.

Extracting (copying) files to another folder

The **Extract** command copies the selected file or files in the current open archive, then moves the copy to the folder of your choice. Select the desired file(s), then tap **Extract**. The *Extract* screen will open. Tap the **Selected Files** button to copy and move only the selected files, or tap **All Files** to copy and move all files in the folder (regardless of whether specific files were selected prior to tapping **Extract...**). If you wish to automatically overwrite any existing files that might have the same name in the destination folder (without being prompted), check the **Overwrite Existing Files** checkbox. If you do not check this checkbox, and files are found in the destination folder with the same name, you will be asked to confirm. If the **Apply Path** checkbox is not checked, the extracted files will be copied to the current folder. If the **Apply Path** checkbox is checked, **ZIP** will create a new subfolder in which to place the extracted files. Tap the **Extract** button when ready.

The **Integrity Test** command is used in **ZIP** to check and see if the data in all of the individual files currently listed in the display area are correct. To obtain data reliability, **ZIP** uses a common but powerful technique for error detection known as CRC (Cyclic Redundancy Check). The CRC value, obtained by algorithm, is listed when you use Details view (if the **CRC** checkbox is checked in the **View** tab of **Options**). It doesn't matter if there are any individual files currently selected or not. When you tap **Integrity Test**, all files contained in the current archive will automatically be tested for data correctness and reliability. A message will then appear and tell you whether the file data is correct.

When the contents of an archive file is listed and it contains one or more subfolders, you can use **Show Folders** on the View Menu to display the subfolder(s) as open or closed. When **Show Folders** is active, only the subfolder name (and subfolder icon) will be shown in the file listing. When **Show Folders** is not active, the subfolder name will not be shown in the file listing. Instead, the individual files within that subfolder will be listed along with any other files that might be contained in the archive.

Chapter 10

Using Camera and Album

10.1 Using the Camera application

10.2 Using the Album application



10.1 Using the Camera application

The **Camera** application, explained in this section, lets you use your Pocket PC's built-in camera to snap new photos or shoot video clips with accompanying audio. The **Album** application, explained in the next section, provides many powerful features to view, organize, and manipulate your image, video, and audio files.

Two of the ways you can use to switch to Camera mode are:

- Tap **Start > Programs > Camera**.
- Or, press the lowermost button on the left side of your Pocket PC Phone.

When you initially enter Camera mode, the **Photo** capture mode will be active. The name of the active capture mode is displayed in the lower right area of the screen (example illustrated on page after next). You can easily switch to other capture modes by pressing the Right and Left buttons on your Pocket PC's navigation pad (see next page), or by tapping the Left/Right triangular buttons in the lower right corner of the screen. The available capture modes are listed below.

Capture mode	Function
Photo	Captures standard still images
Video	Captures video clips, with or without accompanying audio
MMS Video	Captures video clips suitable for sending via MMS
Contact Photo	Captures a still image and gives you the option to immediately assign it as a Photo ID for a Contact entry
Picture Theme	Captures still images and places them within "frames"

Using the above capture modes, the **Camera** application is capable of capturing files in the following formats:

Capture type	Formats
Still image	BMP JPEG
Video	Motion-JPEG AVI (.avi) MPEG-4 Simple profile (.mp4)
MMS Video	3GPP-H.263 baseline (.3gp) MPEG-4 Simple profile (.mp4)

Usage of Buttons in Camera Mode

When in **Camera** mode, you can press certain buttons on your Pocket PC Phone as a shortcut to performing the following operations:

Orientation Toggle

By default, the screen orientation is in a **Portrait** display. Press this button to change to a left-hand or right-hand **Landscape** orientation.

Camera/Capture Button

Press lowest button on left side of device to switch to Camera mode. If already in Camera mode, press once to take a picture or to start recording a video (depending on current capture mode). When in Photo capture mode, press-and-hold to continuously capture still images every few seconds.

Capture/Action Button

Capture — Press the center of this button to take a picture when in “still image” capture modes. If in a video capture mode, press this button to start recording the incoming video stream, and press it again to stop the recording process.

Action — Confirms the selection you made.

Camera Settings Screen

Press to toggle the **Camera Settings** screen open and closed. (If the screen is open and you have made changes to the settings, pressing will save the settings before closing the screen.)



Navigation Pad

Up/Down — Pressing the upper and lower side of this button increases/decreases the zoom levels.

Left/Right — Pressing the left and right side of this button activates the next or previous sequential capture mode (listed on previous page).

Exception: If MMS Video mode is set to the H.263 Capture Format, it appears in the sequence when pressing Left/Right *only* if the screen is in Landscape orientation.

Photo Capture Mode

In **Photo** capture mode, you can capture a single still image by pressing the Camera button on the left side of your Pocket PC Phone, or the Action button on the navigation pad.

The Camera automatically calculates the number of photos you can capture, based on the current settings and the space available. In this example, 5019 more photos can be captured. This counter updates automatically after a photo has been taken, or if you change the Capture Size setting.

This green “film” icon indicates a ready state. It changes to a red dot during image capture.

Capture Sizes are:

- XL = Extra Large (960 x 1280)
- L = Large (480 x 640)
- M = Medium (240 x 320)
- S = Small (120 x 160)

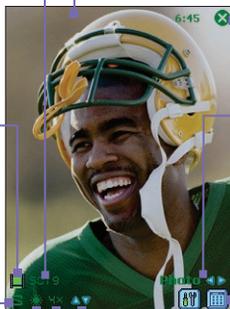
The Capture Size in this example illustration is Small.

The current **Ambience** setting is shown in this position. This icon indicates it has been set to **Daylight**.

The current zoom ratio in this example is 4x, indicating a magnification of four times the normal size.

Incoming video stream is shown using the entire Pocket PC Phone screen. (Icons superimposed on the screen are not saved with your captured images/videos.)

Exits Camera mode and returns to the previous screen.



The word **Photo** indicates that you are currently in **Photo** capture mode. Tap the Left or Right triangular-shaped arrows to change to different capture modes.

Tap to switch to the **Thumbnail View** of **Album** mode.

Tap to open the **Camera Settings** screen.

Tap the upward-pointing triangular icon to **Zoom In**, or the downward-pointing triangular icon to **Zoom Out**.

In Photo mode, you can capture images in either **BMP** or **JPEG** format, as specified by you in the Camera Settings screen.

Video Capture Mode

When in **Video** capture mode, you can press the Action button on the front of your Pocket PC Phone, or the Camera button on the left side, to start recording a video clip.

To stop recording, press the Action or Camera button again. The first frame of the newly-captured video file will be displayed in the Review screen (explained later), if set to do so in the **Tools > Options > General** tab. The Capture Format can be set to either **Motion-JPEG AVI** or **MPEG-4** in the Camera Settings screen. And you can pre-set a file size limit in the Camera Settings screen for video captures. If you do, recording will automatically stop when the limit you specified is reached.

The Camera application automatically calculates the amount of time available for the next video recording, based on the current settings and the space available. When recording is in progress, this indicator functions as a time counter that shows how much time has elapsed during the current recording.

This blinking red circle indicates that recording is in progress. A green "filmstrip" icon will display here when the camera is in an idle/ready state.

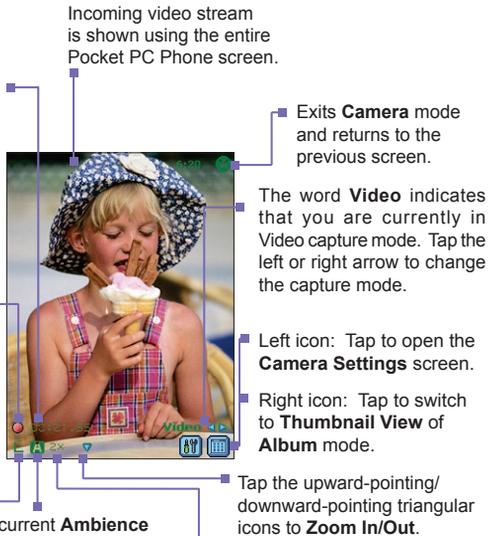
In this example, recording has been in progress for a duration of 21:55 seconds thus far.

Capture Sizes are:

- L = Large (240 x 320)
- M = Medium (144 x 176)
- S = Small (96 x 128)

In this example, the size is set to **Large**.

The current **Ambience** setting is shown in this position. This icon indicates it is set to the default **Auto**.



In this example, the Zoom ratio is currently set to 2x (twice the normal size).

MMS Video Capture Mode

The **MMS Video** capture mode offers some additional options that make it convenient for you to capture a video file and then send it via MMS.

Press the Action button on the front of your Pocket PC Phone, or the Camera button on the left side, to start recording a video clip.

To stop recording manually, press the Action or Camera button again. However, because of the fact that there is typically a filesize limit for videos to be attached to MMS messages, the Camera application has a fixed pre-set file size for videos captured using the MMS Video mode. The recording process will automatically stop when this limit is reached, if you have not already stopped it manually. The Time Indicator in the lower left area of the screen will tell you how many seconds are available for the next MMS Video capture.

The Capture Format can be set to either **H.263** or **MPEG-4** in the Camera Settings screen, but **H.263** (3GPP) is recommended for sending via MMS.

After the video file is captured, the Review screen will appear (shown on the page after next). To send the file via MMS immediately, tap the **Send** icon. This invokes *MMS Composer*, with the new video file already attached and ready to be sent.

Capture Sizes for MPEG-4 video format are:

- L= Large (240 x 320)
- M= Medium (144 x 176)
- S= Small (96 x 128)

This example is medium size.



In this example, **MPEG-4** is selected as the Capture Format. When recording in **MPEG-4**, you have a choice of either Portrait or Landscape orientation. Portrait orientation is shown here.

Ambience has been set to **Auto**.

When you select **H.263** as the Capture Format, only **Landscape** orientation is available:

Capture Sizes for H.263 video format are:

- M = Medium (176 x 144)
- S = Small (128 x 96)

This example is medium size.



Picture Theme Capture Mode

The **Picture Theme** capture mode lets you choose a template in which your captured still image(s) will be placed. You can think of a template as a kind of frame in which you would insert a photograph. A few templates are included with the Camera application, in the sub-folder named **\My Documents\Templates**.

To browse and select different templates, do any of the following:

- Tap the   buttons to display the previous or next sequential template.
- Tap , then select a template from the drop-down list in the **Template** field.
- Tap , then tap the **Browse...** button to preview the actual templates, as well as filename and resolution. Tap the **Previous** or **Next** button to browse the template files in the current folder (the current folder is indicated at the top of the screen). To change the folder, tap the **Change...** button.

This example template requires two captured images. “2/2” indicates that the next image captured will be the second of two. One image has already been captured.



Tap these icons to browse and select templates.

Using the Review Screen

If the **Review after capture** checkbox is currently checked in the **Tools > Options... > General** tab (it is checked by default), then immediately after you capture a new image or video file, it will be displayed on the screen along with four icons.



1. To return to the previous Capture screen, tap the leftmost icon (**Back to Preview**). This will keep the newly-captured file, saving it using the default file-naming conventions currently specified in **Tools > Options...**
2. To immediately send a captured image/video, tap the **Send** icon, then select an option from the *Send File* dialog box: **Send via MMS** or **Send via E-mail**. A Compose screen will appear, with the file already attached and ready to be sent. An example is illustrated above on the right. (See last page of Chapter 8 for information about Messaging overrides.)

Exception — **Contact Photo capture mode:**

If you are using the **Contact Photo** capture mode, the **Assign to Contact**  icon will display in this second position (instead of the **Send** icon). Tap this icon to assign the new captured image as a Photo ID to an entry in your Pocket Contacts. The **Photo Contacts** (*Caller ID*) application will be invoked, with the *Assign Photo* process already in progress. After you have assigned the image to a Contact, you will be returned to Camera mode. Then, every time that person calls you in the future, his/her Photo ID will display in the Incoming Call window on your Pocket PC Phone screen. See Chapter 3 for more about the **Photo Contacts** application.

3. If you don't like the newly-captured file and want to delete it, tap the **Delete** icon.
4. Tapping the rightmost icon, **View in Album**, will switch to the Detailed View mode of **Album**, where you can play the file if a video, or view and edit image files.

Zooming In/Out

In all capture modes, you can press the Up navigational button on your Pocket PC Phone, or tap the triangular Up arrow next to the Zoom Ratio indicator (lower left area of screen), to **Zoom In** on the incoming video stream. Each time you press the Up button, the enlargement doubles. When the zoom reaches its limit, a beep will sound.

After having zoomed in, you can zoom back out by pressing the Down navigational button, or by tapping the Down arrow icon.

The maximum zoom limit varies according to capture mode and capture size. The table below summarizes the Zoom function availability.

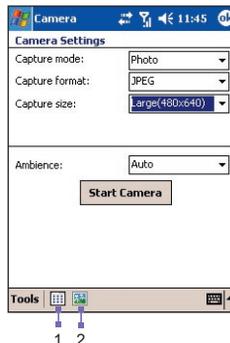
Capture Mode	Capture Size setting	Zoom available
Video and MMS Video	Large (240 x 320)	1.0x to 2.0x
	Medium (144 x 176)	1.0x to 4.0x
	Small (96 x 128)	1.0x to 4.0x
Photo and Contact Photo	XL (960 x 1280)	1.0x (no zoom available)
	Large (480 x 640)	1.0x to 2.0x
	Medium (240 x 320)	1.0x to 4.0x
	Small (120 x 160)	1.0x to 8.0x
Picture Theme	Determined by the current template.	Depends on the size of the currently loaded template.
<p><i>Notes:</i></p> <ul style="list-style-type: none"> ■ When using MMS Video mode in the H.263 capture format, only the Medium and Small capture sizes are available. ■ 1x = normal size (no zoom) ■ 2x = double enlargement ■ 4x = quadruple enlargement ■ 8x = octuple enlargement 		

Camera Settings screen

When in any of the capture modes (**Photo**, **Video**, **MMS Video**, **Contact Photo** or **Picture Theme**), you can tap  to display the Camera Settings screen. Or, you can press the button in the upper right front of your Pocket PC Phone to toggle the Camera Settings screen open and closed (this is the button that opens **Calendar** if Camera mode is not active).

Icons on the Command Bar (illustrated at right) are:

1. Switches to the **Thumbnail View** of **Album** mode (explained later in this chapter).
2. Switches to the **Detailed View** of **Album** mode.



Settings	Explanation
Capture Mode	Select a mode - Photo , Video , MMS Video , Contact Photo or Picture Theme .
Capture Format	The choices for Capture Format will be different based on the selected capture mode, as shown in an earlier table.
Capture Size	The choices for Capture Size will be different according to the selected capture mode and capture format, as shown on the previous page. Higher Capture Size settings produce larger file sizes. NOTE: This field is <i>not</i> available when Picture Theme is the selected capture mode; replaced by the Template field.
Template	This field is available <i>only</i> when Picture Theme is the selected capture mode. From the drop-down list, you can select the template you want to use. Or, tap the Browse... button to preview each template.
Ambience	A list of lighting conditions that lets you adjust the Capture screen to look its best in various environments: Auto (default), Daylight , Incandescent , Fluorescent , and Night . There are also options that affect the appearance of the incoming video stream: Grayscale (black and white), Sepia (reddish tint), Cool (bluish tint), and Negative (darkness and lightness reversed).

Tools Menu

The Tools menu in the Camera Settings screen provides many more settings that let you customize the behavior of Camera mode functions.

Adjust...

Select **Adjust...** from the Tools menu if you want to adjust the display properties: **Contrast**, **Brightness**, **Saturation**, **Hue**, and **Sharpness**.

In the *Adjust* screen, select one of these properties from the drop-down list. Then drag the indicator on the Slider Bar (or tap the Slider Bar) to change the value. The preview window in the *Adjust* screen will immediately show the effects of any changes you make on the incoming video stream. When ready, tap OK in the upper right corner of the screen to save.

You can tap the **Reset** button at any time to reset all the properties back to their original default values.

Options...

The **Options** screen contains three tabs: **General**, **Image**, and **Video**.

General Tab

The General tab includes the following options:

Disable shutter sound

By default this checkbox is not checked, meaning that an audible “shutter” sound effect will be played every time you capture a still image, and a beep will sound every time you start and stop recording a video. If you check this checkbox, all sounds will be disabled when you capture any image or video.

Keep backlight on while in viewfinder

Enabling this feature ensures that the Backlight will remain “on” when the incoming video stream is shown on the screen, overriding your Pocket PC Phone backlight settings.

Review after capture

When this checkbox is checked, the *Review* screen will display immediately after you have captured a new file. The *Review* screen gives you a chance to perform various operations on the new file, as explained and illustrated earlier. If you uncheck this checkbox, then every time you capture a new file, it will automatically be saved using the default filename convention you have specified in the Image and Video tabs, and you will remain in the *Capture* screen.

Flicker Adjustment

Set to **Auto**, **50 Hz**, or **60 Hz**, according to the electrical voltage used in your country.

Image Tab

The settings in the Image tab affect only your captured image files.

Options	Function
Prefix Type and Prefix String	<p>By default, the filename of each new captured image file will be “IMAGE” followed by a sequential number, for example: IMAGE_00001.jpg. If you wish to change this prefix to a different arbitrary text string, select String in the Prefix Type field. Then enter the text you want to use for the default filename, into the Prefix String field. For example, entering “party” in the Prefix String field would produce the filename party_00001.jpg.</p> <p>Alternatively, you can choose Date or Date and Time as the Prefix Type.</p>
Counter Index	<p>By default, sequential numbers are automatically incorporated into each filename for all new image files you capture, such as 00001, 00002, 00003, etc. The number follows the prefix (explained above).</p> <p>To reset the numbering to “00001” for your captured image files, tap the Reset counter button.</p>
Save to	<p>You can save newly-captured image files to Main Memory or a Storage card.</p>

Video Tab

The settings in the Video tab affect only your captured video files.

Options	Function
Prefix Type and Prefix String	<p>By default, the filename of each new captured video file will be "VIDEO" followed by a sequential number, for example: VIDEO_00001.avi. If you wish to change this prefix to a different arbitrary text string, select String in the Prefix Type field, then type the desired characters into the Prefix String field. For example, entering "vacation" in the Prefix String field would produce the filename vacation_00001.avi.</p> <p>Alternatively, you can choose Date or Date and Time as the Prefix Type.</p>
Counter Index	<p>By default, sequential numbers are automatically incorporated into each filename for all new video files you capture, such as 00001, 00002, 00003, etc. The number follows the Prefix (explained above).</p> <p>To reset the numbering to "00001" for your captured video files, tap Reset counter.</p>
Save to	<p>You can save newly-captured video files to Main Memory or a Storage card.</p>
Recording with Audio	<p>When this checkbox is checked, audio will be recorded with your captured video clips. It is checked by default. Any videos captured when the checkbox is not checked would be silent (no accompanying audio).</p>

10.2 Using the Album application

Album allows you to view image and video files, and play audio files. Four view modes are available: **Thumbnail**, **Detailed**, **Slide Show**, and **Full Screen**.

To start Album:

- Select **Start > Programs > Album**.
- If currently in Camera mode, you can tap the **Thumbnail** icon at the bottom of the Camera screen to switch to Album in the Thumbnail view mode.

File formats supported

Of course, in addition to the image files and video files you capture yourself (using the Camera application and your Pocket PC Phone's built-in camera), you can also get image, video, and audio files from other sources such as received E-mail, a Storage Card, infrared beaming, synchronized from a PC via ActiveSync, etc. Listed below are the file formats that you can browse and view / play in Album.

File Type	Formats
Still-image formats	BMP GIF JPEG
Animation format	Animated GIF
Video formats	Motion-JPEG AVI (.avi) MPEG-4 Simple profile (.mp4) 3GPP-H.263 baseline (.3gp)
Audio formats	MPEG-4 AAC (Advanced Audio Coding in .mp4 format) WAV MIDI (standard MIDI type 0, 1, and SP-MIDI)

Thumbnail View

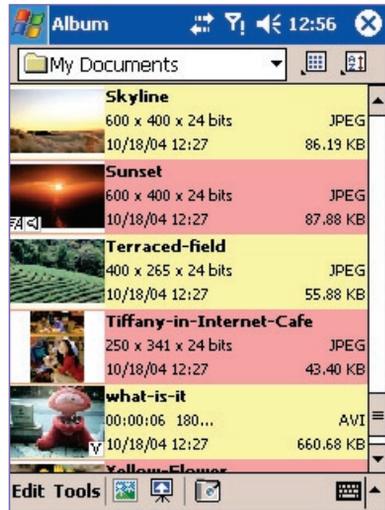
The first time you start the Album program, the Thumbnail view mode will be active. You can specify any folder to be searched for the supported file types, by tapping the Folder field (under the Title Bar at the top of the screen), and then tapping the desired folder name in the list. This is illustrated on the next page.

You can manually change the position of a thumbnail simply by pressing your stylus on it and then dragging it to the desired location. To select multiple thumbnails, press your stylus in an empty part of the screen, then drag your stylus across all thumbnails you want to include in the multi-selection.

Thumbnails displayed in “Normal” size



Thumbnails displayed in “List” view



NOTE: To view the ToolTip for any icon (which describes its function), press your stylus on the icon.

If you want to select a different folder, tap the Folder field near the top of the screen under the Title Bar, then select the desired folder from the list.

Tap the *Thumbnail* icon under the Title Bar to open a menu which allows you to display the thumbnails in different sizes: **Normal** (the default, shown above on the left), **Large**, **Small**, **Tiny**, or **List** (shown above on the right).

Tap the *Sort By* icon if you want to sort the display of the icons according to **Name**, **Size**, **Date**, **Type**, or to **Reverse** ascending/descending.

To switch to *Detailed* (enlarged) view, select a thumbnail and then tap the Detailed icon in the Command Bar at the bottom of the screen. Or, double-tap the thumbnail you want to view. Audio or video files will begin playing.

Tap the *Slide Show* icon to start playing the files in Slide Show view.

Tap the *Camera* icon to switch to Camera mode.

Tap-and-hold on a thumbnail to open a pop-up menu that contains frequently-used commands.

An icon in the lower left or lower right corner of a thumbnail indicates the following:

- ⌘ - indicates that text annotation has been associated with this file (see below).
- G - indicates an animated GIF file.
- V - indicates a video file.
- 🔊 - this “speaker icon” indicates that audio annotation has been associated with this file (see below).

The Edit menu

The Edit menu contains the standard **Cut**, **Copy**, **Paste**, **Rename**, **Delete**, **Select All** commands. It also contains the **Annotate...** command, described below.

Adding text or audio notes to a file

The **Annotate...** command (on the Edit menu or the pop-up menu) lets you add and remove text or audio annotation for a file. The text and audio can then be set to display or play during a slide show.

To add text annotation:

If you wish to associate text with the file, enter it in the text box. After text annotation has been added, ⌘ will be shown on the thumbnail.

To make an audio annotation:

To create an audio recording (either voice or music) as an annotation using your built-in Pocket PC Phone’s microphone, tap  to begin recording, and tap  to stop recording. After audio annotation has been added, 🔊 will be shown in the thumbnail.

NOTE: You cannot record an audio annotation for a video file that has sound, or an audio file. This function is automatically disabled when you work with a video file with sound.

The Tools menu

Sending a file via E-mail or MMS

Select the desired file, then select **Send via MMS** or **Send via E-mail...** from the Tools menu (or the menu that pops up when you tap-and-hold on a thumbnail). A new *Compose* screen opens, with the selected file already attached and ready to be sent. Follow the relevant procedures for sending that type of message.

IMPORTANT: If you have selected an account in *Messaging*, it will override the Send commands in other applications. For example, if you have selected **Start menu > Messaging > Accounts menu > MMS**, then the *MMS Composer* window will be invoked whether you select the **Send via MMS** command or the **Send via E-mail** command in *Album* (or in *Camera* mode, after capturing a new image or video file). See the last page of Chapter 8 for information about Messaging overrides.

Assigning an audio file as a Ringtone

Select the desired audio file, then select **Set as Ringtone** from the Tools Menu (or the menu that pops up when you tap-and-hold on a thumbnail). The previous ringtone will be immediately replaced. A message will display the filename, and confirm that the operation was successful.

Assigning an image as a Photo ID to a Contact

You can assign an image as a Photo ID to a Contact entry in your Pocket Contacts. Then, when he or she calls you on your Pocket PC Phone, the assigned Photo ID will display on your screen in the Incoming Call window.

1. Choose the image you want to use as a Photo ID.
2. Select **Assign to Contact** from the Tools menu or the pop-up menu. The **Photo Contacts** (Caller ID) application will be invoked. The Contact entries in your Pocket Contacts will be displayed.
3. Select the Contact entry to which you want to assign the Photo ID, and assign the desired attributes as you normally would in Photo Contacts (Photo only, or photo with template, etc.), as explained in Chapter 3.
4. The Preview screen will show you a preview of how the Photo ID setup looks. After you save it, you will automatically be returned to the Album program.

Viewing File Properties

Select the desired file, then tap **Properties...** on the Tools menu or the pop-up menu. If the selected file is an image file, three tabs of file data are available: *Image*, *Metadata* (if applicable), and *Histogram*. If an audio file or a video file, one screen of audio/video file information appears.

Options

To view or change various settings, tap **Options...** on the **Tools** menu. Three tabs are available: **General**, **Association**, and **Slide Show**, as explained below.

The General tab

Function	Explanation
Default zoom	The setting in the Default zoom field controls the size of the selected file when it is initially displayed in Detailed View mode. If set to Smart , Album will automatically calculate the best size in which to display the file on the screen. However, if you want files to initially display in their original size, select Original size from the drop-down list box. If you want Camera to automatically display selected files so that they fit within the screen, select Fit to window .
Full screen rotate	If None is selected, no automatic rotation will take place when a file is displayed in Detailed View mode (but you can still rotate the display manually using the Rotate Clockwise and Rotate Counterclockwise icons on the Toolbar in Detailed View). Select Left to automatically rotate images 90 degrees to the left in Detailed View, or Right if you want to rotate 90 degrees to the right.
Animation speed	The setting in the Animation speed field controls the speed at which animated GIF files are played. By default, this is set to Normal . You can select Faster , Slower , or No Delay from the drop-down list.
Keep backlight on while playing video	If your Backlight has been set to dim after a certain number of seconds, you can override the Pocket PC Phone's Settings by checking this checkbox. This ensures that the Backlight will not dim during the video playbacks.
Keep system powered on during video and audio playback	When this checkbox is checked, your system's power settings will not be able to automatically power off your device whenever a video playback or audio playback is in progress. Your Pocket PC Phone will remain powered on during playback.
Adjust Gamma	The Adjust Gamma setting controls brightness/darkness of existing images in Album (does not affect Camera mode). The minimum setting of 0.01 will cause images to display very dark. The maximum setting of 3.00 will cause them to display very light ("wash out"). If you change this setting, you can conveniently reset it to 1.00 by tapping the Reset button. This feature assists you in viewing an image more easily under different lighting conditions.

The Association tab

You can associate any or all of the supported file types with Album. This means, for example, if you select a file of an associated type in **File Explorer**, the file will automatically open using the Album application. (If Album is not already running, it will be invoked.) Options available in the *Association* tab are: Bitmap, JPEG, GIF, AVI, MPEG-4, MIDI, and WAV.

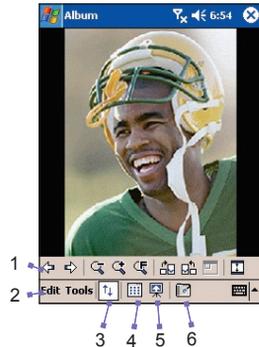
The Slide Show tab

These settings control only the behavior of Slide Show view mode. These options are mostly self-explanatory; just choose the item you need and follow the relevant procedures for the way you want the Slide Show to work. You can choose from many fancy Transition Effects, set colors and effects for text, specify how long to display each slide, and much more.

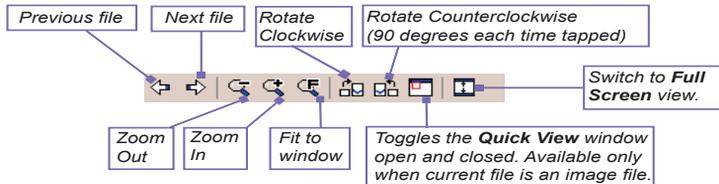
Detailed View

Detailed View mode displays the selected file in an enlarged view, and you can further manipulate the view in various ways (zoom, rotate, pan, etc.).

1. **Toolbar.**
2. **Command Bar.**
3. Hide or display the **Toolbar**.
4. Switch to **Thumbnail** view.
5. Switch to **Slide Show** view.
6. Switch to **Camera** mode.



Icons on the Toolbar



NOTE: **Full Screen View** will hide the Title Bar, Toolbar, and Command Bar, so the full screen is utilized for image/video display (illustrated later).

Panning images that are too big for the screen

Whenever an image is too large to be shown in the display area in its entirety, you can press your stylus anywhere in the display area and drag, to interactively “quick-pan” the image manually to any desired position.

Alternatively, you can open the *Quick View* window, by tapping the **Quick View** icon on the Toolbar. The dotted outline within the *Quick View* window shows the currently displayed portion, in relation to the entire image. Drag the outline within the *Quick View* window to the desired position, or tap within the *Quick View* window to jump the outline to a different position. When satisfied with the position, tap the **Quick View** icon again to close the *Quick View* window.

Changing the background image on your Today screen

The commands on the Edit menu and Tools menu in Detailed View were all explained earlier in the *Thumbnail View* section, except **Set as Today Wallpaper**, which is available only in Detailed View, on the Tools menu. This feature allows you to change the background image of the *Today* screen on your Pocket PC Phone to any image you want.

1. In **Album**, tap to open a video file or image you want to use as the background image of the *Today* screen. If you have chosen a video file and do not wish to use the first frame of the video as the wallpaper, you can start playing the video and then open the Tools menu at the exact frame you want to use. The video is paused when the menu is open.
2. If desired, before setting it as the wallpaper, you can manipulate it in any way you wish: Zoom In, Zoom Out, Rotate, Pan, etc. The exact state of the image, as displayed on your screen, will be used as the *Today* screen image.
3. Select **Set as Today Wallpaper** from the Tools menu. The message “*The ‘Today’ background image has been successfully changed*” will display.

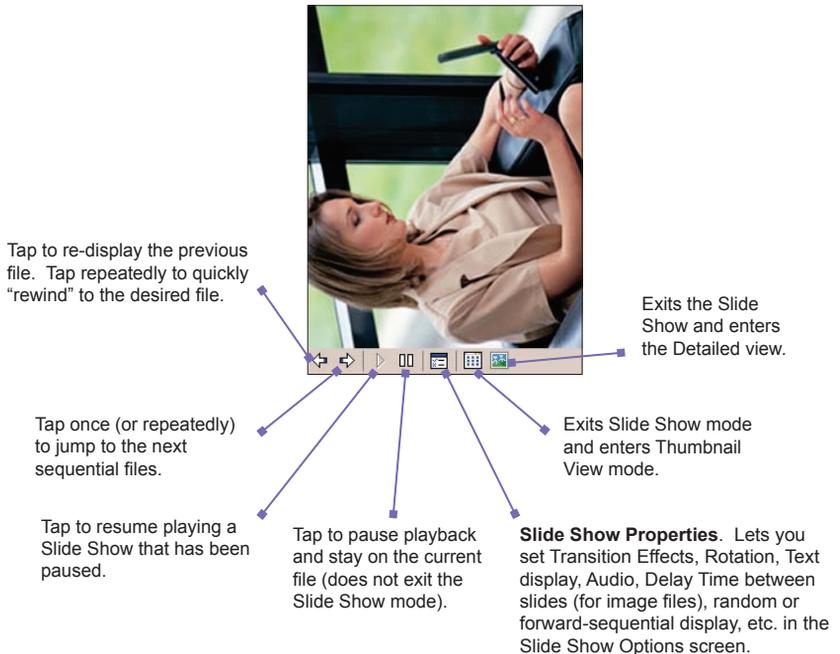
To reset the Today screen back to the default wallpaper:

If you later decide that you want to re-set the *Today* screen back to the original default background:

1. Select **Settings** from the Start menu.
2. Tap the **Today** icon in the *Personal* tab.
3. Select **Windows Default** in the list, then make sure the **Use this picture as the background** checkbox is checked.
4. Tap **OK**.

Slide Show View

When in the Thumbnail view or Detailed view, you can tap the **Slide Show** icon in the Command Bar to enter Slide Show mode. All the image, video, and audio files in the current folder will be played in succession automatically. You can set many options to customize the behavior of your slide shows by selecting **Tools > Options... > Slide Show tab**. Or, tap anywhere on the screen during a Slide Show to open the Toolbar, then tap the **Slide Show Properties** icon (shown below).



Full Screen View

You can enter the Full Screen view mode only from the Detailed view. When in the Detailed view mode, tap the **Full Screen** icon on the Toolbar to switch to Full Screen. The Title Bar, Toolbar, and Command Bar are hidden in Full Screen view.

The figure below on the left shows Detailed view, with the **Full Screen** icon circled. The figure on the right shows Full Screen view.



Tap to switch to Full Screen View mode.



As with Detailed view, if the image or video is currently displayed in a size that is too large to fit in its entirety on the screen, you can “pan” the desired portion into view by pressing and dragging your stylus on the screen.

When you are ready to exit Full Screen view, tap anywhere on the screen to display the Toolbar. Tap the rightmost icon to exit. (If no action is taken, the Toolbar will automatically disappear again after a few seconds.)

Appendix A

Maintaining your Pocket PC Phone

- Adding and Removing Programs
 - Managing Memory
 - Backing Up Files
- Resetting Your Pocket PC Phone



Adding and Removing Programs

By default, programs added to your Pocket PC Phone at the factory are stored in the ROM (read only memory). You cannot remove these programs, and you will never accidentally lose them. You can install any other programs created for your Pocket PC Phone, as long as it has enough memory. One of the popular web sites to find software for Pocket PC Phone devices is <http://www.microsoft.com/mobile/pocketpc>.

Adding programs using ActiveSync

You will need to save the appropriate software to the hard drive of your desktop PC before installing it on your Pocket PC Phone.

1. Download the program to your desktop PC (or insert the CD or disk that contains the program into your PC). Be sure that the program is compatible with your Pocket PC Phone before installing it.
2. Read any installation instructions or documentation that came with the program. Many programs provide their own installation instructions.
3. Connect your Pocket PC Phone to your desktop PC.
4. Double-click on the program's **.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 PC, the installer will automatically transfer the software to your device.
 - If the file is not an installer, you will see an error message stating that the program is valid but was designed for a different type of PC. You will need to move this file to your Pocket PC Phone. If you cannot find any installation instructions for the program in the Read Me file or documentation, use the **Explore** command in ActiveSync to explore the program file to the **Program Files** folder on your device.

After installation is completed, select **Programs** from the Start menu, then tap the new icon for that program in the *Programs* screen.

Adding a program directly from the Internet

1. Determine that your Pocket PC Phone and processor type meet the requirements of the software that you want to install.
2. Download the program to your Pocket PC Phone directly from the Internet using Pocket Internet Explorer. You should see a single *.xip, *.exe, *.cab, or *.zip file; a **setup.exe** file; or several versions of the files for different device types and processors. Be sure to select the program designed for the Pocket PC Phone.
3. Read the installation instructions, ReadMe files, and other documentation that came with the program.
4. Tap the filename (such as a *.xip or *.exe file, etc.). The installation wizard will begin. Follow the directions on the screen.

Removing programs

You can only remove programs that you previously installed in storage memory. Programs that came with your device cannot be removed. You can quickly return your device to the factory default configuration by clearing all memory. All data, except the installed ROM application, will be lost.

Select **Start > Settings > System tab > Remove Programs**. Programs in storage memory will be listed in the **Remove Programs** screen. Select the one you want to remove, then tap the **Remove** button.

Managing Memory

Memory on your Pocket PC Phone is shared between the storage memory and the program memory. Storage memory is used to store the information you have created and the programs you have installed. Program memory is used to run programs on your Pocket PC Phone. The Pocket PC Phone automatically manages the allocation between the storage memory and the program memory. To view memory allocation and availability, tap **Start > Settings > System tab > Memory**.

In certain situations, such as when the memory is low, your Pocket PC Phone may not be able to automatically adjust the memory allocation. When you receive a message stating that storage or program memory is unavailable, try the following solutions.

Move data to an SD storage card

1. Select **Start** menu > **Programs** > **File Explorer**.
2. Tap-and-hold on the file you want to move, then select **Cut** from the pop-up menu. Open the **My Documents** folder in the storage card folder, tap **Edit**, and then tap **Paste**.

Files stored in folders other than **My Documents** (or in folders under the sub-folders in **My Documents**) may not show up in the list view of some programs. When you use **Notes**, **Pocket Word**, or **Pocket Excel**, move files by opening the item and tapping **Tools** or **Edit** and then **Rename/Move**.

Store E-mail attachments on the storage card

1. Tap **Start** > **Messaging** > **Tools** > **Options...**
2. In the **Storage** tab, check the **Store attachments on storage card** checkbox, and then tap **OK**. All existing and future attachments will be automatically stored on the storage card.

Save new items on the storage card

Set programs such as **Notes**, **Pocket Word**, and **Pocket Excel** to automatically save new items on the storage card.

1. In **Notes**, **Pocket Word**, or **Pocket Excel**, select **Options** from the Tools menu.
2. In the **Save to** field, select **Storage Card**.

Delete unnecessary files

1. Tap **Start** > **Programs** > **File Explorer**.
2. Tap-and-hold on the file, and then select **Delete** from the pop-up menu.

To find your largest files, tap **Start** > **Programs** > **Find**. In the drop-down list for the **Type** field, select **Larger than 64 KB**, and then tap **Go**.

Delete all files and clear the history in Internet Explorer

Select **Start** > **Internet Explorer** > **Tools** > **Options...** > the **Memory** tab > **Delete Files** > **Clear History**.

Backing Up Files

Because any new programs or data are stored in RAM, and therefore will be lost if your Pocket PC Phone loses power for any reason, it is important that you back up the device's files to your desktop PC or a memory card. You can back up files by synchronization while working on a PC. However, if you are unable to access your PC, you will need to back up files to an SD or MMC card. Your device enables you to back up individual files in Word or Excel. All files could be saved on an SD card. Furthermore, you can also back up and restore Contacts, Calendar, Internet, and Messaging Settings.

SD and MMC Cards

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

Inserting a memory card

Push the memory card into its slot until it clicks into place. The card is secure when it is not protruding from the base.

Removing a memory card

To remove the card, push it in and then release, letting the card spring out.

Backing up or restoring your system using xBackup

1. Tap the **Start** menu > **Programs** > **xBackup** > then the **Backup** or **Restore** tab.
2. If you have inserted the SD card properly, it will appear next to **Target**. Tap **Open** and select **Storage Card** under the task bar.
3. Make sure that no applications are running, tap **Start**.

Backing up or restoring your system via ActiveSync

1. Start ActiveSync on your PC (for example by double-clicking on  in the task bar of your PC).
2. In the ActiveSync window, select the **Backup/Restore** command from the Tools menu.
3. Use the **Backup** tab to back up your system. If necessary, use the **Restore** tab to restore your system.

Resetting Your Pocket PC Phone

You can perform a **soft reset** or a **full reset**. During a **soft reset**, the Pocket PC Phone is restarted and only some data in opened programs may be lost. However, a **full reset** turns the battery off, returns the device to its original factory settings, and deletes all programs, files, contacts, and other information you have saved to the device. Therefore, it is extremely important to back up data to a storage card or your computer on a regular basis in the event that a **full reset** has to be performed.

To perform a soft reset:

If your Pocket PC Phone responds slowly, stops responding, or freezes, you can **soft reset** it. A **soft reset** causes the Pocket PC Phone to restart and re-adjust memory allocation. Unsaved data in any opened applications may be lost. Use the stylus to press and hold the **Reset** button, as shown below on the left.



Soft Reset



Full Reset

To perform a full reset

A **full device** reset clears memory, deletes all data, and restores the Pocket PC Phone to its default settings. Programs installed at the factory remain. All data that you have created and programs you have installed are erased.

Press and hold the Power button, and then use your stylus to press the “soft reset button” at the same time, as shown above on the right. Be sure you have backed up all your data on an SD card or on a desktop PC before performing a full reset.

Appendix B

Regulatory Notices

- Regulatory Agency Identification
 - European Union Notice
- Important Health and Safety Information
 - Troubleshooting



Regulatory Agency IDs

For regulatory identification purposes, your product is assigned a model number of **PH10D**.

The following accessories have been approved for use with your Pocket PC Phone. The assigned model number(s) listed below identify these approved accessories. To ensure continued reliable and safe operation of your Pocket PC Phone, use only the accessories listed below with your **PH10D**.

Accessories	Model Number
Cradle	PH15x

The “x” portion of the above model number(s) could be any alphanumeric character (or blank) denoting external cosmetic changes.

This product is intended for use with a certified Class 2 Limited Power Source, rated 5 Volts DC, maximum 2 Amp power supply unit.

European Union Notice

Products with CE marking comply with the R&TTE Directive (99/5/EC), the EMC Directive (89/336/EEC), and the Low Voltage Directive (73/23/EEC) issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European Norms (in parentheses are the equivalent international standards).

- **EN 60950 (IEC 60950)**
Safety of Information Technology Equipment.
- **ETSI EN 301 511**
Global system for mobile communications (GSM); Harmonized EN for mobile stations in the GSM 900 and GSM 1800 bands, covering essential requirements of article 3.2 of the R&TTE directive (1995/5/EC).
- **ETSI EN 301 489-1**
Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 1: Common technical requirements.
- **ETSI EN 301 489-7**
Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 7: Specific conditions for mobile and portable radio and ancillary equipment of digital cellular radio telecommunications systems (GSM and DCS).
- **ETSI EN 301 489-17**
Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 17: Specific conditions for 2.4 GHz wideband transmission systems and 5 GHz high performance RLAN equipment.



- **ETSI EN 300 328**
Electromagnetic compatibility and Radio spectrum Matters (ERM); Wideband Transmission systems; data transmission equipment operating in the 2.4 GHz ISM band and using spread spectrum modulation techniques.
- **GSM11.10**
- **ANSI/IEEE C.95.1-1992**
Specific absorption rate in mobile phone emission condition for body health.
- **EN50360, EN50361 for SAR**

Important Health and Safety Information

Retain and follow all product safety and operating instructions. Observe all warnings in the operating instructions on the product.

To reduce the risk of bodily injury, electric shock, fire, and damage to the equipment, observe the following precautions.

General Precautions

- **Heed service markings**
Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside these compartments should be done by an authorized service technician or provider.
- **Damage requiring service**
Unplug the product from the electrical outlet and refer servicing to an authorized service technician or provider under the following conditions:
 - Liquid has been spilled or an object has fallen into the product.
 - The product has been exposed to rain or water.
 - The product has been dropped or damaged.
 - There are noticeable signs of overheating.
 - The product does not operate normally when you follow the operating instructions.
- **Avoid hot areas**
The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.
- **Avoid wet areas**
Never use the product in a wet location.

- **Avoid pushing objects into product**
Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.
- **Mounting Accessories**
Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.
- **Avoid unstable mounting**
Do not place the product with an unstable base.
- **Use product with approved equipment**
This product should be used only with personal computers and options identified as suitable for use with your equipment.
- **Adjust the volume**
Turn down the volume before using headphones or other audio devices.
- **Cleaning**
Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning, but NEVER use water to clean the LCD screen.

Safety Precautions for Power Supply Unit

- **Use the correct external power source**
A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.
- **Handle battery packs carefully**
This product contains a Li-Ion Polymer battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack.
Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60°C (140°F).



Warning: DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED. TO REDUCE RISK OF FIRE OR BURNS, DO NOT DISASSEMBLE, CRUSH, PUNCTURE, SHORT EXTERNAL CONTACTS, HEAT ABOVE 60°C (140°F), OR DISPOSE OF IN FIRE OR WATER. REPLACE ONLY WITH SPECIFIED BATTERIES. RECYCLE OR DISPOSE OF USED BATTERIES ACCORDING TO THE LOCAL REGULATIONS OR REFERENCE GUIDE SUPPLIED WITH YOUR PRODUCT.

SAR Information

- **SAR: 0.293 W/kg @10g (Europe); 0.508 W/kg @1g (Taiwan).**

Troubleshooting

If you still encounter problems after reviewing this troubleshooting guide, contact your mobile operator or an authorized **Technical Support** center in your area.

Operating Problems

Problem	Solution
<ul style="list-style-type: none">■ My Pocket PC Phone keeps turning itself off.	<p>Your Pocket PC Phone is designed by default to turn itself off if not used for 3 minutes. This period can be adjusted to a maximum of 5 minutes. Refer to the Power setting in Chapter 5 for more information.</p>
<ul style="list-style-type: none">■ My Pocket PC Phone is not making any sound.	<ol style="list-style-type: none">1 Tap  at the right side of the Title Bar to check the volume status.2 Check the settings of Sound and Notifications on the Personal tab by tapping the Start menu > Settings.
<ul style="list-style-type: none">■ My Pocket PC Phone does not vibrate when the phone rings or alarms occur.	<ol style="list-style-type: none">1 Tap  at the right side of the Title Bar to check if the vibrate function is activated.2 Check the settings of Sound and Notifications on the Personal tab by tapping the Start menu > Settings.3 Check the event note in your Calendar to see if the Reminder has been activated.
<ul style="list-style-type: none">■ The screen freezes or the device is not responding.	<p>Reset your device. See the Resetting your Pocket PC Phone section in Appendix A.</p>
<ul style="list-style-type: none">■ The screen is dark.	<ol style="list-style-type: none">1 Check the Brightness setting by tapping the Start menu > Settings > the System tab > the Backlight > Brightness tab.2 Prolonged exposure to direct sunlight may also cause your Pocket PC Phonescreen to temporarily darken. This is normal for LCD screens and is not permanent.

Problem

- A **Running out of memory** warning message pops up on the screen.

- The **Battery low** warning message pops up on the screen.

- The screen is hard to read, or the text on the screen is too small for you.

Solution

Memory on your Pocket PC is shared between **storage** memory and **program** memory:

- 1 Delete any unnecessary information you have entered to release more **storage** memory space.
- 2 Delete the unnecessary programs you have installed to release more **program** memory space.

See the ***Managing Memory*** section in Appendix A.

Plug the AC power in to your device to charge it.

If you are having a hard time viewing a document in **Notes**, try changing the size of the view by tapping a zoom percentage on the **Tools** menu.

- 1 For **Pocket Word** and **Pocket Excel**, on the **View** menu, tap **Zoom** and then select a zoom percentage.
- 2 For **Pocket Internet Explorer**, on the **View** menu, tap **Text Size** and then select a size.
- 3 For **Pocket Outlook** data, try enlarging the display font. To do this within **Calendar**, **Tasks** or **Contacts**, tap **Tools**, then **Options**, and then select **Use large font**.

Tapping and Writing Problems

Problem	Solution
<ul style="list-style-type: none"> Device buttons do not respond, or bring up the wrong program. 	<p>Check the Buttons setting to see if the program assignment for each function button is set as you wanted. Tap the Start menu > Settings > the Personal tab > Buttons. For detailed information about Button settings, see Chapter 5.</p>
<ul style="list-style-type: none"> Inaccurate response to stylus taps. 	<p>Adjust the touchscreen to respond more accurately to screen taps. Tap the Start menu > Settings > the System tab > Screen > Align Screen.</p>
<ul style="list-style-type: none"> Pocket PC does not recognize handwriting. 	<p>For your Pocket PC to recognize your handwriting input with the stylus, you need to use Transcriber writing. To learn how to write in Transcriber, see Chapter 2.</p>

ActiveSync Problems

Problem	Solution
<ul style="list-style-type: none"> ActiveSync operation cannot be performed or connected. 	<ol style="list-style-type: none"> Make sure the ActiveSync cradle/cable is connected securely. Make sure you have installed the ActiveSync software included on the Companion CD. Make sure you selected the appropriate local USB or local Serial from File Menu Connection Settings in the ActiveSync Manager window on your desktop computer. If you are using the optional serial cradle/cable, make sure you are not running another program which also works with the serial port you have selected. If ActiveSync still doesn't work, remove and re-install the ActiveSync software on your PC.
<ul style="list-style-type: none"> ActiveSync is connected, but data cannot be synchronized. 	<p>On your desktop computer, check the Tools Menu > Options > the Sync Options tab in the ActiveSync Manager window to see if the information type for the program you want has been selected for synchronizing. See more details about synchronizing information in Chapter 4.</p>

Connection Problems

Problem	Solution
<ul style="list-style-type: none"> ■ Unable to use Infrared (IR) port to transfer information. 	<ol style="list-style-type: none"> 1 Line up the IR ports so that they are unobstructed and within a close 20cm range. 2 Make sure that nothing is obstructing the two IR ports. 3 Adjust the room lighting. Some light sources interfere with IR connections. Try moving to a different location or turn out some lights. 4 Transfer only one file, or no more than 25 contact cards, at a time.
<ul style="list-style-type: none"> ■ Cannot connect to Internet, web surfing doesn't work. 	<ol style="list-style-type: none"> 1 Check that you have set up and connected to an Internet service provider. 2 Check that the wireless connection to your mobile service provider is switched on and the signal is un-obstructed. 3 Verify with your Internet service provider that your username and password are correct. <p>See Chapter 6, Getting Connected. Additional information is also available in Connections Help on the Pocket PC and ActiveSync Help on the PC.</p>
<ul style="list-style-type: none"> ■ Problems with the cable and cradle connection. 	<ol style="list-style-type: none"> 1 Make sure that your Pocket PC is turned on. 2 Make sure that you do not have any other active connections. Tap the Start menu > Today, and then tap  at the bottom of the screen, and then tap Disconnect in the dialog box. 3 Make sure that the cable is securely plugged into the COM or USB ports on the back of your PC. Use the cable that came with the Pocket PC without any extra cables or extenders attached. 4 Plug the other end of the cable securely into the correct port on your Pocket PC. If you are using a cradle, push your Pocket PC securely into the cradle.

Specifications

System Information

Processor	Intel Bulverde CPU at 520MHz
Memory	- ROM : 128 MB - RAM : 128 MB
Operating System	Windows Mobile2003™ AKU2 Update, Second Edition

Display

LCD Type	3.5" transfective TFT-LCD with back-light LEDs, touch-sensitive screen
Resolution	240 x 320 at 65,536 colors

GSM/GPRS (Tri-band) Module

GSM 900	880 ~ 915, 925 ~ 960 MHz
GSM1800	1710 ~ 1785, 1805 ~ 1880 MHz
GSM1900	1850 ~ 1910, 1930 ~ 1990 MHz
Internal antenna	Yes

Camera Module

Type	Color CMOS camera module with dust-proof cover
Resolution	1.3M with JPEG encoder
Camcorder	QCIF, Min 15 fps (in live mode),

Physical

Dimensions	69 mm (w) x 130 mm (h) x 19 mm(l)
Weight	200g (with battery)

Expansion Slots

SDIO/MMC supports	Yes
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Controls and Lights

Navigation Buttons	5-way navigation pad - 4 program buttons : Calendar, Contacts, Camera, Voice record. - 2 phone functions: Call, End - Volume control button (Up/ Down) - Power on/off - Reset button
LED	- Bluetooth / Wifi status

Audio

Audio controller	AGC
Microphone/ Speaker	Built-in
Headphone	AMR/AMRWB/AAC/MP3 stereo

Connection

Infrared	SIR
I/O port	USB individual port for signal
Audio	Stereo headphone jack

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