



THE STOWAWAY™ PORTABLE KEYBOARD

User's Guide

FOR PALM OS® AND POCKET PC
HANDHELD COMPUTERS



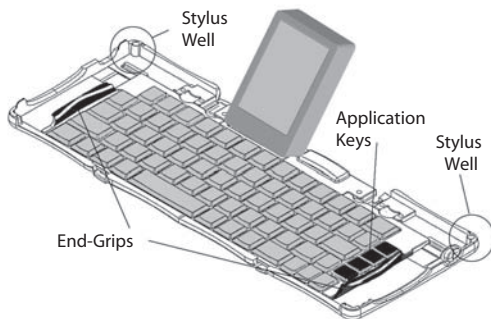
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The Think Outside Stowaway™ Portable Keyboard

The Stowaway Portable Keyboard is a convenient, portable solution for entering data and commands quickly and easily into your handheld computer. This compact, fully functional keyboard lets you:

- Type text and special characters into your handheld computer efficiently
- Quickly launch your favorite applications with simple key combinations
- Enter commands and options with simple key commands
- Travel anywhere with a full-sized keyboard for your handheld computer



The Stowaway and Your Handheld Computer:
A Mobile Computing Solution

Installing the Software Driver

Note: Before installing the software:

- Remove any keyboard software previously installed on your handheld computer.
- Make sure that your handheld computer has at least 140K of free memory for Palm devices and 300K of free memory for Pocket PC devices.

Windows 98/ME/2000/NT/XP Operating Systems:

Easy Installation with a Windows Setup wizard (Palm OS)

1. Insert the handheld into its cradle and synchronize to back up your files.
2. Insert the CD enclosed with your keyboard and select the operating system that is on your handheld device.
3. Select the operating system on your handheld from the operating system chooser screen.
Follow the onscreen instructions to successfully install the software.
4. Once you have finished with the installer HotSync your device

Easy Installation with a Windows Setup wizard (Pocket PC OS)

1. Establish an ActiveSync connection to your handheld and back up your files.
2. Insert the CD enclosed with your keyboard and select the operating system that is on your handheld device.
3. Select the operating system on your handheld from the operating system chooser screen. Follow the onscreen instructions to complete the installation of the software.
4. Once you have finished with the installer follow the instruction on your handheld device to reset your handheld device.
5. To enable the keyboard driver locate the Keyboard icon in the Programs window on the handheld device.
6. Tap the "Enable" button.
7. Select "Connected serial keyboard" and tap the "Setup" button.

Setting Up the Stowaway Portable Keyboard

The Stowaway opens and closes easily without to forcing the mechanism. Just follow these instructions.

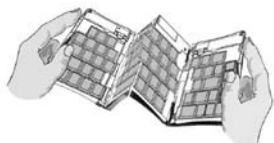
Opening the keyboard

1. Hold the unit in your hands and pull the button down to open the case.



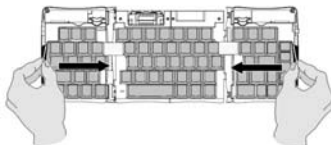
Unlocking the Stowaway Keyboard

2. Unfold the keyboard and set it on a flat surface.



Unfolding the Stowaway Keyboard

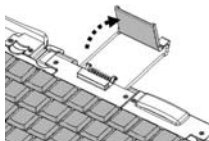
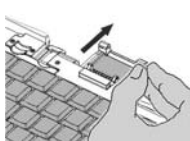
3. Slide the red end-grips inward to bring the keyboard sections completely together.



Sliding the Stowaway Keyboard Ends Together

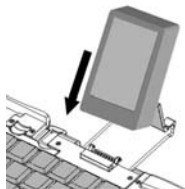
Attaching Your Handheld Computer

1. Locate the docking mechanism underneath the docking connectors (each dock is different) at the top of the keyboard.
2. Slide the docking mechanism out of the keyboard until the rear support foot springs upward.



Extending the Docking Mechanism and Support Foot

3. **For Pocket PC Devices only:** Rotate the connector upward until it snaps into place. You are now ready to dock your handheld.
4. Line up your handheld computer with the dock connector and insert firmly to make the connection.

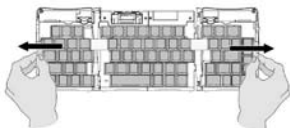


Inserting the Handheld Computer

5. Some handhelds can be used immediately after being connected to the keyboard, while others will need to be turned off, then back on (power-cycled), before the keyboard can be used.

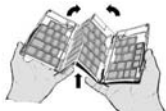
Closing the Stowaway Portable Keyboard

1. Pull your handheld computer upward to remove it from the docking connector.
2. For Pocket PC users, fold down the docking connector.
3. Fold the rear support foot flat, and slide it into the keyboard.
4. With the unit still on a flat surface, slide the red end-grips apart and toward the ends of the case. Make sure to slide the keyboard sections as wide apart as possible.



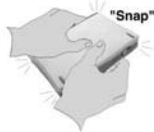
Sliding the Stowaway Keyboard Ends Apart.

5. Lift the keyboard and push up from under the center to form a "W," and then close.



Folding the Stowaway Keyboard

6. Press the four corners of the case together until they snap into place.



Note: Pocket PC users, please skip to page 19

Using the Stowaway Portable Keyboard –

Palm OS[®]

Things to Remember

- Use the keyboard on a flat surface which supports the keyboard as well as the attached handheld computer. If you are using the keyboard on your lap, place it on a book or other flat surface.
- Use your stylus for selecting list items, making menu selections, and giving commands in applications that are not compatible with the keyboard. (Palm OS does not support cursor control).
- Use the handy stylus wells in the right and left corners of the keyboard to keep your stylus within reach.
- Make sure the dock mechanism is fully extended and upright before attaching your handheld. Do not try to attach your handheld before raising the dock to the upright position.

Customizing Your Options

Once you have installed the software on your handheld, you can customize your options as follows.

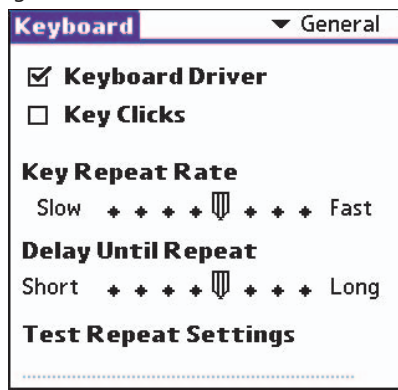
Opening the Keyboard Application

To open the keyboard application, first tap Home, then tap the keyboard icon on your handheld computer. To view the settings list, tap the drop-down arrow located in the upper right corner.

The available settings are:

- General: Lists the Configuration Options
- Connect Config: Access to enabling the connected keyboard
- Command Key: Lists the Command Key Assignments
- Layout: Lists the Language, Tab key and Jog-dial options
- Pointer Page: Configures the onscreen pointer
- Help (4 Row): Lists all Key Commands and Functionality
- Help (5 Row): Lists all Key Commands and Functionality

Adjusting General Settings:



Keyboard Application General Settings

Key Repeat Rate

This option allows you to set the speed at which a letter, number or other character repeats when you press and hold a key.

Use your stylus to drag the marker arrow toward **Fast** (to increase) or **Slow** (to decrease) the repeat rate.

Delay Until Repeat

This option allows you to set the length of time before a letter, number or other character begins to repeat when you press and hold a key.

Key Repeat Rate

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Delay Until Repeat

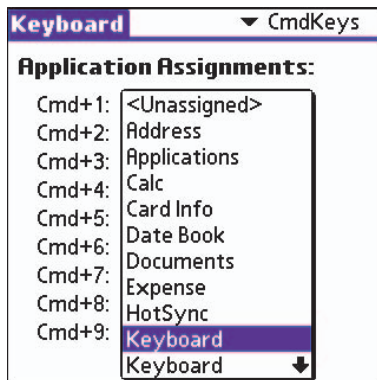
This option allows you to set the length of time before a letter, number or other character begins to repeat when you press and hold a key.

Use your stylus to drag the marker arrow toward **Long** (to increase) or **Short** (to decrease) the length of the delay.

Test Repeat Settings

Test the repeat rate and delay by holding down a letter or number key on the Stowaway keyboard. The character appears according to the settings you have chosen. Change and test these settings until you achieve the desired outcome.

Enable Key Clicks

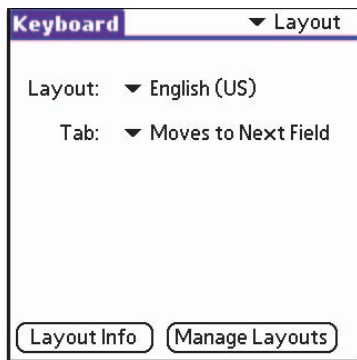


Keyboard Application Shortcut
Command Settings

1. In the pick list in the upper right corner of the screen, tap "Cmd Keys" to display the Application Assignments screen.
2. Tap the down-arrow next to a number and select the application to associate with that number.
3. When you press the Command key combination, the assigned application will launch.

Changing Layout Settings

Open the keyboard application, then tap **Layout** on the settings list. The layout settings allow you to view, change or enable/disable the following options:



Keyboard Application Layout Settings

Layout

This option allows you to set the layout of the keyboard to the following languages:

- English (US-Standard)
- French
- German

To change the keyboard layout, tap on the drop-down arrow and select a language from the list.

Manage Layout Screens

- Beam: Beams the layout database
- Info: Displays database contents
- Delete: Deletes the layout database



Keyboard Application Manage Layouts

Tab

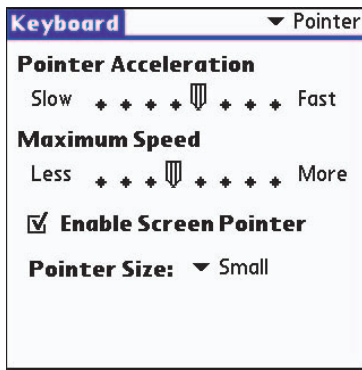
- This option allows you to set the tab key to either move within fields or move to a tab stop.
- To change the tab key movement, tap on the drop-down arrow and make a selection from the list.

Layout info

- This option displays the current Layout setting, copyright and contact information for assistance with additional international layouts you may have installed on your handheld computer.
- To view the information, tap the Layout Info on-screen button.

Pointer Screen

Available on Palm OS 4.0 and lower



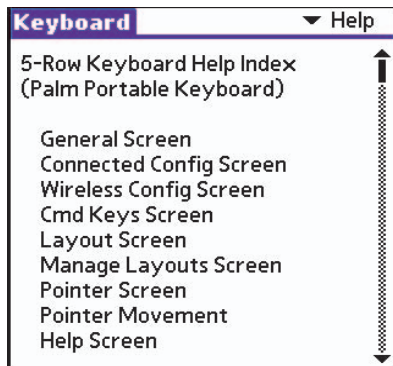
Keyboard Application Pointer Settings

- Pointer Acceleration: Adjusts how quickly the on-screen pointer reaches its maximum speed
- Maximum Speed: Adjusts the on-screen pointer's maximum speed

- **Enable Screen Pointer:** Turns the keyboard screen pointer on and off. Press down the Alt key to display the pointer. To move the pointer, press Alt with the arrow keys. To select with the pointer, press Alt with the enter key.
- **Pointer Size:** Adjusts the size of the keyboard pointer

To View the Online Help

1. On your handheld computer screen, tap the keyboard icon to display the keyboard software.
2. In the pick list in the upper right corner of the screen, tap **Help** to display the Help screen.



Keyboard Application Help Settings

Typing Keyboard Shortcuts – Palm OS Devices

You can carry out most of your handheld computer's commands with these key combinations. To access keys embedded with blue characters, press **Fn + <key>**.

Cursor Movements

This table lists the shortcuts for moving the cursor and selecting text.

Shortcut	Action
Moves cursor left one word	Ctrl - Left arrow
Moves cursor right one word	Ctrl - Right arrow
Selects previous word	Ctrl - Shift - Left arrow
Selects next word	Ctrl - Shift - Right arrow
Selects text to left of cursor	Shift - Left arrow
Selects text to right of cursor	Shift - Right arrow
Selects previous line	Shift - Up arrow
Selects next line	Shift - Down arrow
Moves cursor to beginning of line	Cmd - Left arrow
Moves cursor to end of line	Cmd - Right arrow
Scrolls up	Fn - Up arrow
Scrolls down	Fn - Down arrow
Tabs forward	Tab
Tabs backward	Shift - Tab
Insert a tab	Fn - Tab

Button shortcuts

This table lists the key combinations to activate onscreen buttons.

Note: You can also activate a button by pressing Ctrl - Cmd and a letter unique to the button name, or by tapping the button with your stylus.

Equivalent onscreen button	Keystroke
OK	Fn - Enter
Delete	Fn - Del
Cancel	Fn - Done
New	Fn - Small space key (Key to Right of the Space Bar)
Show	Fn - Left arrow
Details	Fn - Right arrow
Note	Fn - , (comma)
Send	FN - . (period)
Edit	Fn - / (back slash)

Menu commands

This table lists the key combinations to activate various commands.

Action	Keystroke
Cuts selected text ¹	Ctrl - x
Copies selected text ¹	Ctrl - c
Pastes cut or copied text ¹	Ctrl - v
Enters shortcut mode ²	Fn - Cmd
Toggles backlight	Fn - =

Notes:

1. Alternatively, use the specific cut, copy, paste menu commands of the current application.
2. For example, pressing Fn-Cmd, and then d-t-s will print a date/time stamp.

Extended Character Set

The following two tables list the function key and character combinations to generate extended characters.

Characters, symbols, punctuation marks

Character	Description	Keystroke
Ø	Uppercase Nordic O-Slash	Shift - Fn - O
ø	Lowercase Nordic O-Slash	Fn - o
¿	Upside down “?”	Shift - Fn - ?
¡	Upside down “!”	Shift - Fn - !
Æ	Uppercase AE ligature	Shift - Fn - A
æ	Lowercase ae ligature	Fn - a
ß	Beta	Fn - b
•	Bullet	Fn - w
ç	Cedilla	Fn - c
©	Copyright	Fn - g
°	Degrees	Fn - d
÷	Divide	Fn - <hyphen>
μ	Micro	Fn - u
¶	Paragraph symbol	Fn - \
£	Pound sterling	Fn - p
®	Registered trademark	Fn - r
§	Section	Fn - s
™	Trademark	Fn - t
¥	Japanese yen	Fn - y

Character	Description	Keystroke
±	Plus/minus	Shift - Fn - +
1/2	Half	Fn - 2
3/4	Three-quarters	Fn - 3
1/4	One-quarter	Fn - 4
¢	Cents	Shift - Fn - \$
f	Script f	Fn - f
'	Left single curly quote	Fn - [
'	Right single curly quote	Fn -]
"	Left double curly quote	Shift - Fn - {
"	Right double curly quote	Shift - Fn - }

Accent Marks

First, type the letter to which you want to add an accent. Then press the function key and the character indicated. For example, to type the ä in Häagen-Dazs, type the a, and then quickly press Fn and ; (function key and semicolon). The umlaut appears over the a.

Accent example	Description	Keystroke
á	Acute accent	Fn - '
â	Circumflex	Shift - Fn - ^
ä	Umlaut	Fn - ;
à	Grave accent	Fn - `
ã	Tilde	Shift - Fn - ~
å	Nordic A-ring (letter "a" only)	Fn - o

Calculator functions

This table lists keystrokes to activate calculator functions.

Function	Keystroke
Add, subtract, multiply, divide, equals	+ - * / =
Clear all	C
Clear last entry	E
Clear memory	M
Set current number on display in memory	P
Recall value in memory	R

Using The Stowaway Portable Keyboard – Pocket PC

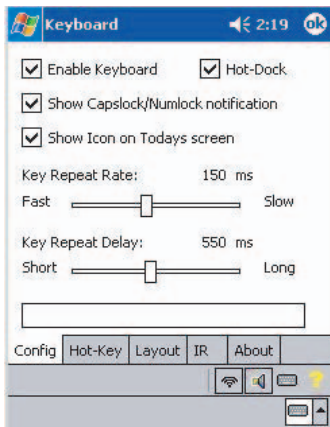
Things to Remember

- Use the keyboard on a flat surface which supports the keyboard as well as the attached handheld computer. If you are using the keyboard on your lap, place it on a book or other flat surface.
- Use your stylus for selecting list items, making menu selections and giving commands in applications that are not compatible with the keyboard.
- Use the handy stylus wells in the right and left corners of the keyboard to keep your stylus within reach.
- Make sure the dock mechanism is fully extended and upright before attaching your handheld.
- The Tab key functions as a tab character when you type in text such as in Notes or word, but will also move between fields.
- Inserting your Pocket PC into the Stowaway before powering on your handheld ensures that the keyboard is recognized for immediate use.
- Key combination results are based on Pocket Word and Notepad. Other applications may not support the key combinations or may have varying results.
- Plugging in the ActiveSync cable can temporarily disable the Stowaway keyboard software. To enable the keyboard software, disconnect the ActiveSync cable and power cycle your Pocket PC.

Starting the Keyboard Software

After installing the Stowaway keyboard software and restarting your Pocket PC device, the keyboard software runs automatically and you can use the keyboard at any time to enter characters or commands.

Adjusting General Settings



Key Repeat Rate

This option allows you to set the speed at which a letter, number or other character repeats when you press and hold the key.

Use your stylus to drag the marker arrow Fast (to increase) or Slow (to decrease) the repeat rate.

Delay Until Repeat

This option allows you to set the length of time before a letter, number or other character begins to repeat when you press and hold the key.

Use your stylus to drag the marker arrow toward Long (to increase) or Short (to decrease) the length of the delay.

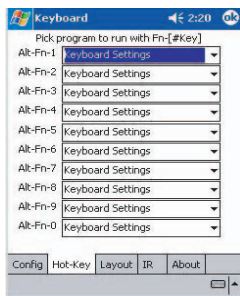
Test Repeat Settings

Test the repeat rate and delay by holding down a letter or number key on the Stowaway keyboard. The character appears according to the settings you have chosen. Change and test these settings until you achieve the desired outcome.

Enable Keyboard

This option allows the Stowaway keyboard to work properly. Disabling the keyboard suspends keyboard functions and frees memory resources for tasks that do not require the keyboard. The keyboard is enabled by default. To suspend keyboard functions, tap **Enable Keyboard** (removes checkmark). To use the keyboard again, tap **Enable Keyboard** again (places a checkmark in the box).

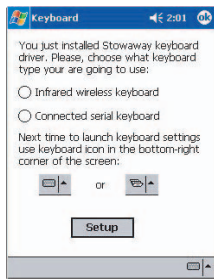
Assigning Hot Keys



Keyboard Application
Hot Keys

1. Tap on the pull-down menu to display the application assignment screen.
2. Tap the down arrow to select the application.
3. When you press the Hot-Key, the assigned application will launch.

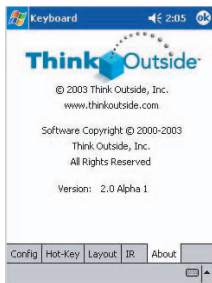
Enabling Stowaway Connected Keyboard



Keyboard Layouts

This option allows you to enable the connected serial keyboard.

About the Stowaway Keyboard



Keyboard About Screen

This screen provides information about the software driver.

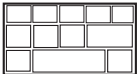
Stowaway Key Functions

Most keys on the Stowaway keyboard work in the same way as on a standard keyboard. The exceptions are:

- Application Keys The Inbox/Notes, Contacts/Word, Calendar/Excel and Tasks/Money keys are programmed shortcut keys on the right side of the keyboard.
- Today Key The Today Key activates the Today application.

Function Keys

The Fn key on the Stowaway keyboard enables additional key functions such as Num Lock and ESC. All keys embedded with blue characters are accessible by pressing Fn+<key>. The following table lists the available Fn key function commands.

Key Sequence	Emulates	Result
Fn + Caps Lock	Num Lock key	All keys embedded with brown characters are accessible by enabling the Num Lock setting. Enabling Num Lock emulates a 10-key keypad interface found on most standard keyboards.
Fn + Backspace	Off key	Turns off your device. To turn it back on, press the Power button on your handheld.
Fn + Enter	OK key	Selects the "OK" in the top-right corner of the display. Selecting or tapping "OK" usually closes the window.
Fn + Tab	ESC key	Closes the current window, exiting the application, if supported. Esc functions may vary between applications.
Fn + Number	Hot-keys	Launches a specific user-defined application.
Fn + Delete	Insert key	Toggles the Insert/Overwrite mode of the application, if supported. The use of the insert key may vary between applications.
Fn + Space Bar		Selects the Show/Hide option for the on-screen keyboard. Hiding the on-screen keyboard increases the working area. Same as tapping on the keyboard icon.
Fn + Small Space	Shortcut key	Launches the Stowaway keyboard application.
Fn + Today	Shortcut key	Launches the handheld devices home screen.

Dedicated Keys

There are several keys on the Stowaway keyboard that are dedicated to specific functions:

Keypress	Function
Today	Launches the Today screen
Windows key	Brings up the Windows Start menu
Inbox	Launches the Inbox application
Contacts	Launches the Contacts application
Calendar	Launches the Calendar application
Tasks	Launches the Tasks application

Selecting Text

On-screen text can be selected (highlighted) from the Stowaway Keyboard by using the following key combinations:

Keypress	Function
Shift + Up Arrow	Selects the previous line of text
Shift + Down Arrow	Selects the next line of text
Shift + Left Arrow	Selects the previous character
Shift + Right Arrow	Selects the next character
Ctrl + Shift + Left Arrow	Selects the previous word
Ctrl + Shift + Right Arrow	Selects the next word

Hot Keys

Ten application Hot keys (Function key plus a number, 1 through 0) provide a quick and productive way to jump between your main working applications. You can customize the quick launch keys to launch any application or document on your Pocket PC handheld.

You can change which applications or documents are assigned to the Hot Keys by launching the Keyboard control panel (Fn + Small Space) and selecting the "Hot Key" tab.

Configuring Keyboard Settings

The Config tab in the Stowaway application allows you to regulate the keystroke speed and enable/disable the following features:

Function	Function
Enable Keyboard	Allows the keyboard to work properly. Disabling the keyboard suspends keyboard functions. To disable the keyboard, open the Stowaway application, and tap the box next to Enable Keyboard so that the check mark disappears.
Hot-Dock	Allows for keyboard detection at any time while the Pocket PC device is on. Disabling Hot-dock causes the software to detect the keyboard only when the Pocket PC powers up. To enable Hot-Dock, open the Stowaway application, and tap on the box next to Hot-Dock so that the check mark appears. Note: This feature is not available on Casio handheld devices.

Navigation Keys

The navigation (arrow) keys, located in the lower-right corner of the Stowaway keyboard, enable you to quickly relocate the cursor on your handheld by using them in conjunction Fn, Shift and Ctrl keys in combination with the arrow keys. The following table lists the available navigation key combinations.

Key	Result
Fn +	
↑	Emulates the Page Up key
↓	Emulates the Page Down key
←	Emulates the Home key
→	Emulates the End key
Shift +	
↑	Highlights one line of text upward from the curser position
↓	Highlights one line of text downward from the curser position
←	Highlights one character to the left of the curser position
→	Highlights one character to the right of the curser position
Ctrl +	
↑	Moves the cursor up one paragraph
↓	Moves the cursor down one paragraph
←	Moves the cursor to the left one word
→	Moves the cursor to the right one word

Pass-Through Charging

You can charge your handheld's battery while the handheld is attached to the Stowaway portable keyboard .

1. For Compaq iPAQ: The iPAQ can be charged by using the right angle power connector adaptor that comes with the keyboard. If your iPAQ needs charging, connect the AC adaptor to the right angle power connector dongle, then connect your iPAQ.
2. Plug the charger into an electrical outlet.
3. Connect the handheld to the Stowaway and use as usual.

Always remove the handheld from the Stowaway before disconnecting the charger accessory connector from the Stowaway.

Comfortable Typing

Research suggests that physical discomfort and injury to nerves, tendons, and muscles may be related to repetitive motion, an improperly set up work area, incorrect body posture, and poor work habits.

To reduce the risk of injury, follow these precautions:

- Stand, stretch, and move around several times every hour.
- Every once in a while, work on a different task with your hands. Avoid repetitious motions. Use shortcut keys to move efficiently and avoid repetitive, awkward movement.
- Type gently and lightly.
- Relax your shoulders and keep your elbows at your sides. Adjust the keyboard so that you don't have to stretch to reach it.
- Adjust your position so that you don't have to bend your wrists to type; avoid placing your wrists on a sharp edge.

If you feel discomfort or numbness in your hands, wrists, arms, shoulders, neck or back while typing, get the advice of a qualified medical professional.

Frequently Asked Questions

What should I do when I type on the keyboard and nothing happens?

- Check that your handheld computer is charged.
- Make sure that your handheld is properly connected to the Stowaway Portable Keyboard.
- Turn your handheld off then back on (power-cycled).
- Verify that the software is installed according to instructions.
- Confirm that the keyboard driver is enabled by resetting the handheld. Turn on the handheld and make sure that the driver is enabled.

Why can't I use the keyboard to pick an item from a list or a menu choice? The Stowaway Portable Keyboard is not meant to replace your stylus entirely because of operating system limitations. Keep your stylus handy by putting it into the stylus well in the corner of the Stowaway.

Why can't I synchronize my handheld when it is attached to the keyboard?

The Stowaway Portable Keyboard does not replace your handheld computer's cradle. To disconnect, remove your handheld from the Stowaway and insert it into the cradle. Then, synchronize as usual.

Why does my handheld try to synchronize when I attach it to the keyboard?

First check that the driver is installed properly. If the synchronization application is open when you attach your handheld to the Stowaway Portable Keyboard, it will automatically try to synchronize. To exit the synchronization program, tap Cancel on your handheld screen and launch another application.

Can I use my Stowaway™ Portable Keyboard with other handheld devices?

The Stowaway Portable Keyboard is designed to work with specific handheld models. Each handheld device has unique electrical and mechanical characteristics. For optimal performance, specific keyboards are required for each device. When the appropriate software drivers are installed, your keyboard will operate with the model for which it was designed.

Please check our website at www.thinkoutside.com for more product information and software updates.

More Information

Warranty

Think Outside warrants this product to be free from defects in materials and workmanship for one year from the date of purchase. In addition, if purchased on the Think Outside web site, there is a 30 day money back guarantee. If your Think Outside Stowaway Portable Keyboard is found to be defective within that time, we will promptly repair or replace it. This warranty does not cover accidental damage, wear and tear, or consequential or incidental loss. Under no conditions is Think Outside liable for loss or damage to a computer; nor loss of, or damage to, programs, records, or data; nor any consequential or incidental damages, even if Think Outside has been informed of their possibility. Think Outside does not cover intentional damage from neglect. This warranty does not affect your statutory rights.

Warranty registration at <http://www.thinkoutside.com>

Technical Support

In the unlikely event that you encounter a problem with your Stowaway, please contact our technical support team at:

Email: support@thinkoutside.com

Internet: <http://www.thinkoutside.com>

Regulatory Compliance

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

FCC Statement

Tested to Comply

This equipment has been tested and found to comply with the limits of a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the separation between the equipment and the receiver
- Move the computer away from the receiver

Patent Information

The Think Outside Stowaway Portable Keyboard is covered by US Patent #6174097, EP Patent #968464 and GB Patent #2323331. Other US and foreign patents pending.

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