



# *MyPal A600*



## User's Manual

**E1054**

**First edition**

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# Contents at a glance

This user's manual contains the information you need to efficiently use ASUS MyPal A600 Pocket PC.

- **Chapter 1 - Get started!**

This chapter introduces the ASUS MyPal A600 Pocket PC, how to set and power it up, and basic screens that will help you get to know its many features.

- **Chapter 2 - Learn the basics**

This chapter will teach you the basic functions in MyPal A600. You will learn how to enter, find, and organize information, customize the device, and use the bundled ASUS utilities.

- **Chapter 3 - Microsoft® ActiveSync®**

This chapter tells you how to use the Microsoft ActiveSync to synchronize your device with your desktop computer.

- **Chapter 4 - Microsoft® Pocket Outlook**

This chapter details the procedures for the Microsoft Pocket Outlook Calendar, Contacts, Tasks, Notes, and Inbox.

- **Chapter 5 - Companion programs**

This chapter includes information on Pocket Word, Pocket Excel, MSN Messenger, Windows Media Player for Pocket PC, and Microsoft Reader.

- **Chapter 6 - Pocket Internet Explorer**

This chapter gives information and procedures on using Pocket Internet Explorer, Mobile Favorites folder, and AvantGo interactive service.

- **Chapter 7 - Get connected**

This chapter provides the procedures for connecting to the Internet and for transferring data using infrared.

- **Chapter 8 - Appendix**

This part includes the safety notices and regulations.

# MyPal A600 specifications

<b>Processor</b>	Intel PXA250 400 MHz
<b>Software</b>	Microsoft Pocket PC 2002
<b>Memory</b>	64MB SDRAM, 32MB Flash ROM
<b>Display</b>	3.5-inch, 240 x 320 pixels 65,536 colors, TFT LCD
<b>Card slots</b>	SD/MMC slot
<b>Infrared</b>	FIR/SIR
<b>Audio</b>	Stereo headphone jack Built-in microphone Built-in speaker
<b>Size</b>	75 mm x 125 mm x 12.8 mm
<b>Weight</b>	138g

## MyPal A600 package

Your package includes several accessories for the Pocket PC. After unpacking, check the items against the list below and make sure that they are in good condition. If any item is missing or damaged, contact your dealer or retailer immediately.

<b>Deluxe Model</b>	<b>Standard Model</b>
<ul style="list-style-type: none"> <li>• ASUS MyPal A600</li> <li>• ASUS MyPal A600 USB cradle</li> <li>• ASUS MyPal A600 AC adapter (5V/3A with regional conversion plug)</li> <li>• Stylus (2 pcs)</li> <li>• Mini-USB sync cable (for the cradle)</li> <li>• USB sync cable (40-pin)</li> <li>• Protective case</li> <li>• LCD cleaning cloth</li> <li>• Microsoft Companion CD</li> <li>• Bonus CD (add'l Pocket PC software)</li> <li>• ASUS MyPal A600 User's Manual</li> <li>• Quick Start Guide</li> <li>• Warranty card</li> </ul>	<ul style="list-style-type: none"> <li>• ASUS MyPal A600</li> <li>• Stylus (1 pc)</li> <li>• ASUS MyPal A600 AC adapter (5V/3A with regional conversion plug)</li> <li>• USB sync cable (40-pin)</li> <li>• Protective case</li> <li>• Microsoft Companion CD</li> <li>• ASUS MyPal A600 User's Manual</li> <li>• Quick Start Guide</li> <li>• Warranty card</li> </ul>

# Chapter 1

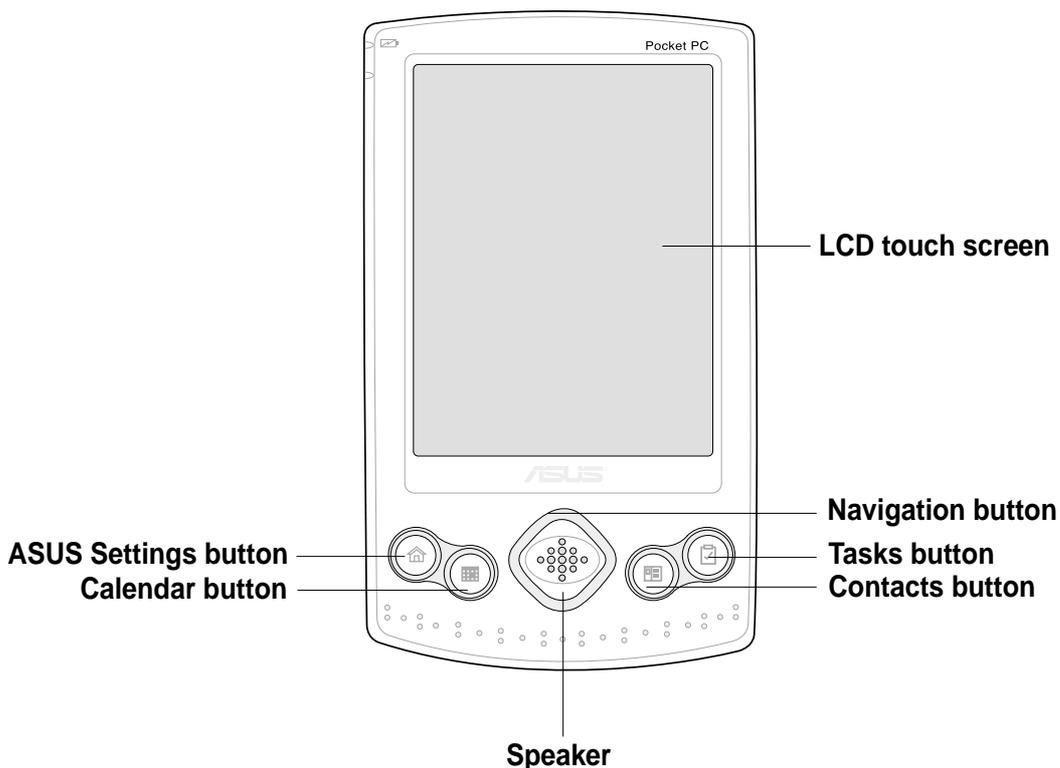
## *Get started!*

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# Introducing MyPal

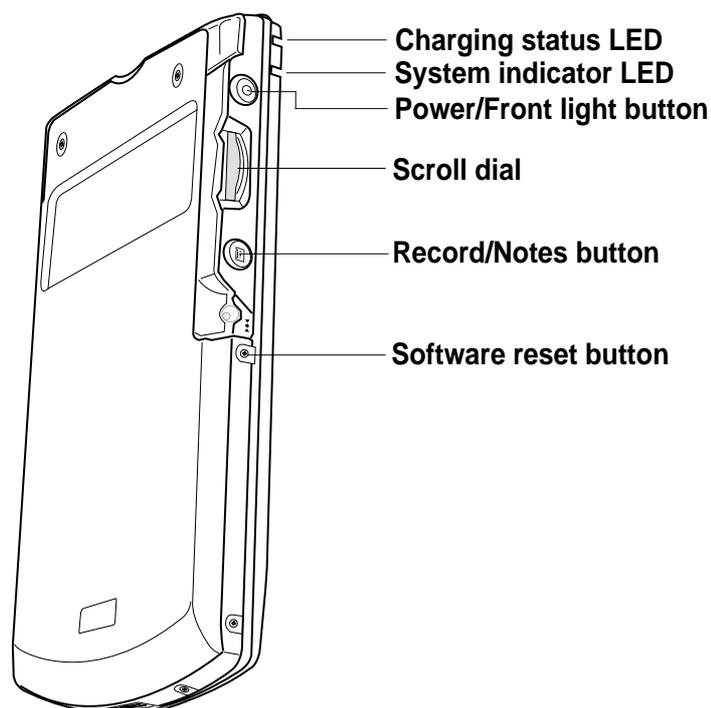
The ASUS® MyPal A600 is truly a good companion wherever you go. Powered by a 400MHz Intel® PXA250 processor, equipped with 64MB SDRAM and 32MB Flash ROM, and bundled with the latest Microsoft Pocket PC 2002 plus a host of useful utilities, you have everything you need in your pocket!

## Front features



- **LCD touch screen** - allows you to enter, read, send, receive, or edit data by tapping on it. The screen lumination is increased or decreased by changing the backlight settings.
- **ASUS Settings, Calendar, Tasks, and Contacts buttons** - allow you quick access to commonly used programs.
- **Navigation button** - functions like the four arrow keys on a keyboard when you press its corners. This button allows you to move from one program icon to another.
- **Speaker** - allows you to hear alarms and other sound outputs from the device.

## Side features



- **Charging status LED** - lights up orange when the battery is charging; lights up green when the battery is fully charged.
- **System indicator LED** - indicates the system status.
- **Power/Front light button** - turns the device power on or off if you press the button quickly. Pressing and holding the button for a few seconds turns the front light on or off. Turning off the front light saves battery power.

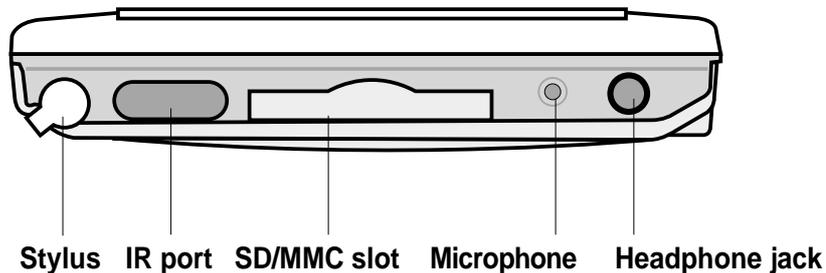
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**NOTE** Press this button and the Tasks button simultaneously if you wish to launch the Align Screen function.

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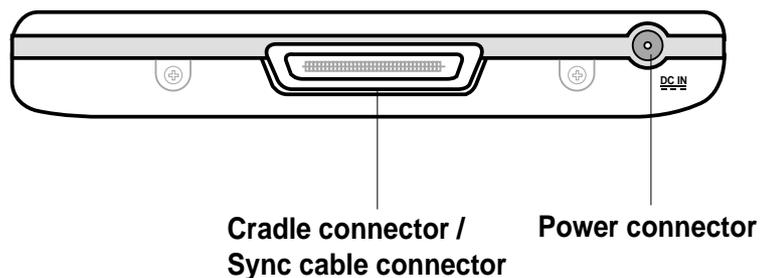
- **Scroll dial** - allows you to scroll through a menu and open an application.
- **Record/Notes button** - allows you to record sounds and save them as files if you press and hold the button. Pressing this button quickly will launch the Notes program.
- **Software reset button** - allows you to perform a soft reset in case of device malfunctions, or when an application hangs.

## Top features



- **Stylus** - used for tapping or writing on the LCD touch screen. Slide out the stylus from its compartment. Refer to the description of the stylus on the next page.
- **IR port** - allows you to copy or send data to another device with an IR port.
- **SD/MMC slot** - accommodates a Secure Digital (SD) card or a Multimedia Memory Card (MMC card).
- **Microphone** - magnifies your sound recording.
- **Headphone jack** - connects a headphone.

## Bottom features

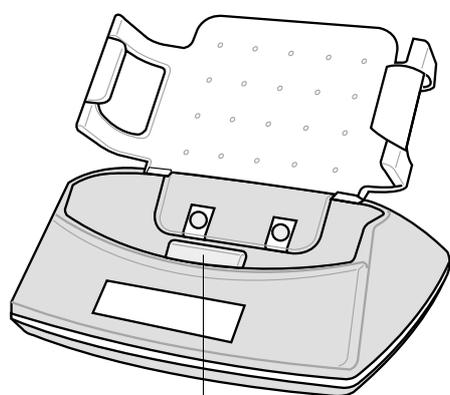


- **Cradle connector / Sync cable connector** - connects to the 40-pin female connector on the cradle. If you are not using the cradle, connect the 40-pin USB sync cable directly to this connector to synchronize your device with your computer.
- **Power connector** - connects the AC adapter cable. Use this connector if you wish to use AC power without the cradle.

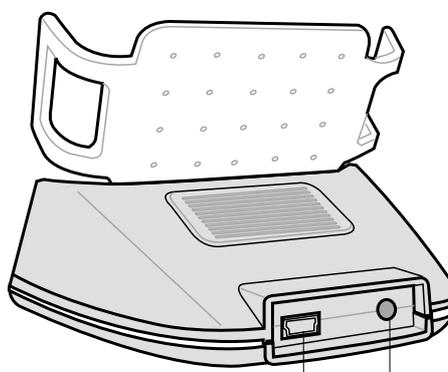
## Cradle features

Your standard package includes the cradle for MyPal. The cradle has three connectors.

- **Device connector** - holds the device in place. This is a 40-pin connector that matches the connector on the bottom of the device.
- **Mini-USB connector** - synchronizes the device with your PC using the bundled USB PC cable. This connector is located at the back side of the cradle.
- **Power connector** - connects the bundled AC adapter. This connector is located at the back side of the cradle.



Device connector



Mini-USB connector

Power connector

## The stylus

The stylus functions on a Pocket PC the same way a mouse functions on a standard PC. Use the stylus to tap or drag on the LCD touch screen to open programs or execute commands.

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

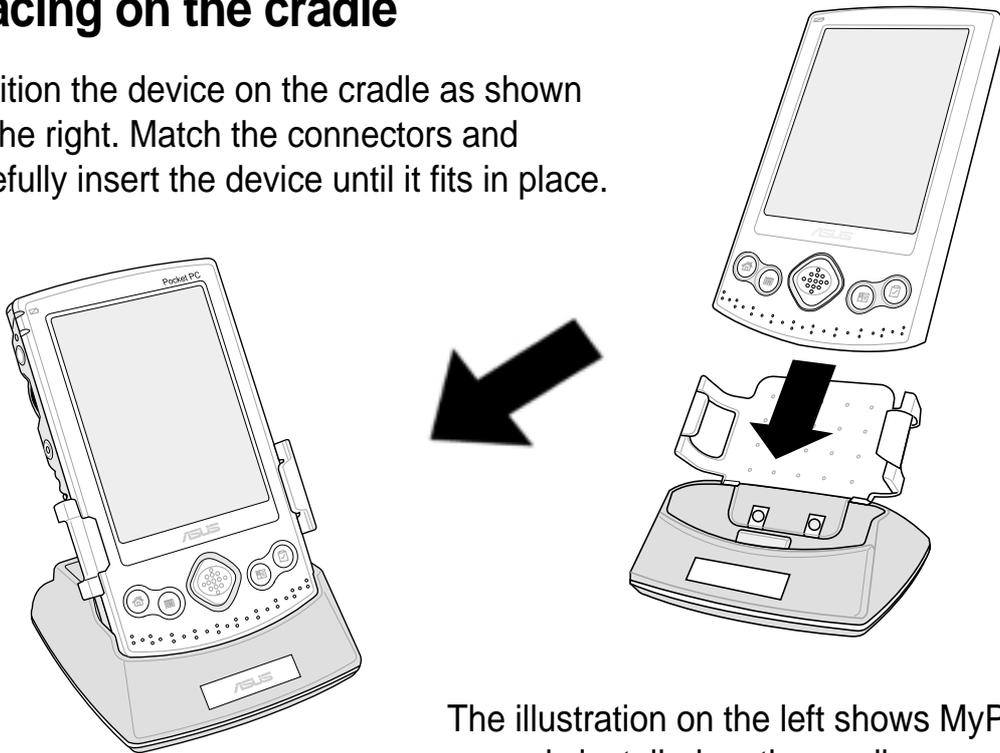


Stylus

# Setting up MyPal

## Placing on the cradle

Position the device on the cradle as shown on the right. Match the connectors and carefully insert the device until it fits in place.



The illustration on the left shows MyPal properly installed on the cradle.

## Connecting the AC adapter

- Connect the AC adapter cable to the connector at the back of the cradle. Connect the power plug to a grounded wall socket. See Figure 1.
- If you are not using the cradle, connect the AC adapter cable directly to the power connector at the bottom of the device. Connect the power plug to a grounded wall socket. See Figure 2.

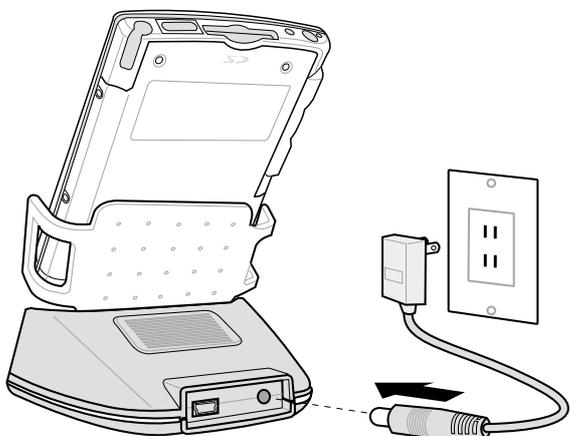


Figure 1

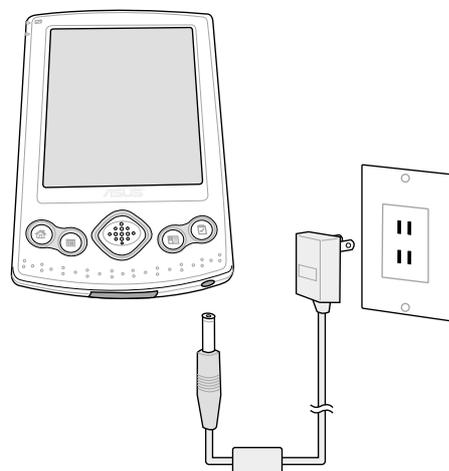
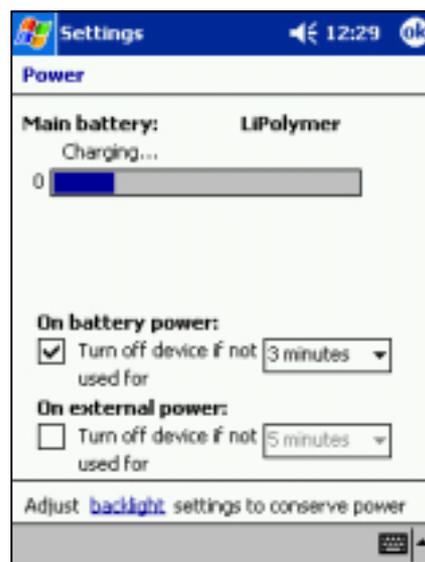


Figure 2

## Charging the battery

Your device includes a rechargeable Lithium Polymer battery. You must charge the battery before using the device the first time. The battery starts charging as soon as you connect the AC adapter to a power source. Use the AC adapter to plug your device to a power source whenever possible, especially when you are using a modem or other peripherals, using the device backlight, connecting to a PC, or letting notification light flash for extended time periods.



To display the power status, tap , **Settings**, **System** tab, and the **Power** icon.

## Activating MyPal

It is important that you properly calibrate and activate your device before using it. This process ensures accurate positioning when entering text and selecting menus.

Follow these steps to calibrate and activate MyPal.

1. Press the power button.
2. Use the stylus to tap the LCD touch screen to start the calibration and activation.
3. At the prompt to align the screen, tap the center of the cross whenever the travelling cross stops on the screen. You may have to do this step several times to properly calibrate.
4. When done with the screen calibration, follow the screen instructions to complete the activation.
  - at the “Stylus” screen, tap **Next** to continue.
  - at the “Pop-up menus” screens, perform the indicated operations.
  - at the “Congratulations” screen, tap **Next** to continue.
  - at the “Location” screen, select your time zone and tap **Next** to continue.
  - at the “Completion” screen, tap the screen to continue.
5. When the **Today** screen appears, MyPal is ready to use. Proceed to the next section for information on the basic screens on your device.

# Basic screens on MyPal

## Today screen

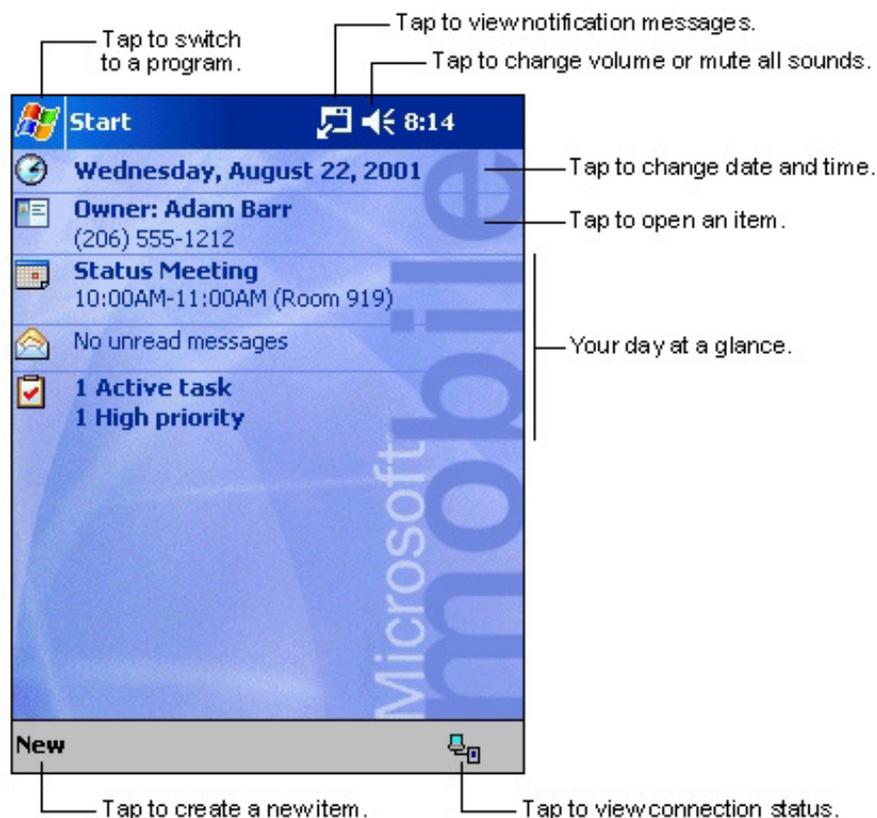
Normally, the Today screen appears when you turn on your device for the first time each day.

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**NOTE** When the device is already on and the screen displays another program, you can display the Today screen by tapping the  icon. Then from the Navigation bar, tap Today.

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As shown in the sample below, the Today screen lets you see at a glance the summary of the important information for the day.



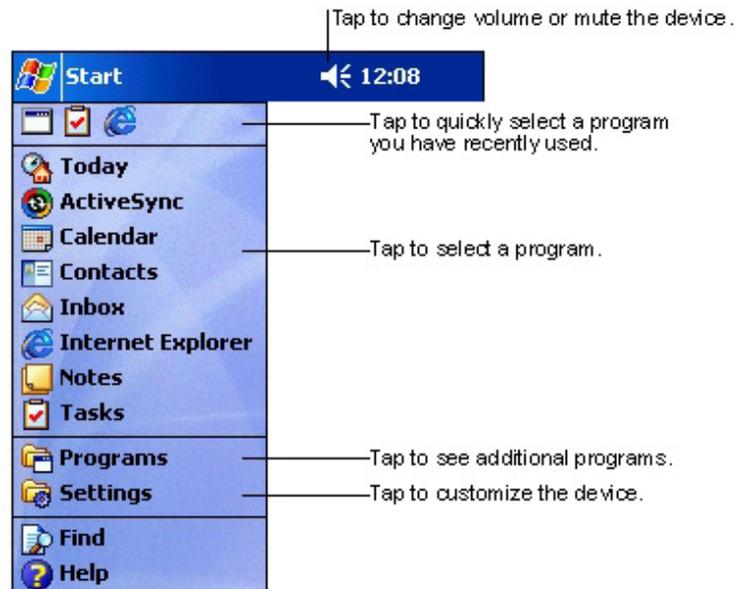
From the Today screen, tap any of the listed items with the stylus to display the details. See “Chapter 2: Learn the basics” to learn how to modify the current tasks or activities, or to add new items or information.

On the bottom of the Today screen is the Command bar. Tap **New** from the Command bar to create a new appointment, contact, note, task, e-mail, or an Excel or Word document.

# Navigation Bar screen

On top of the Today screen is the Navigation bar. This bar includes the  icon, speaker icon, current time, and any other active program.

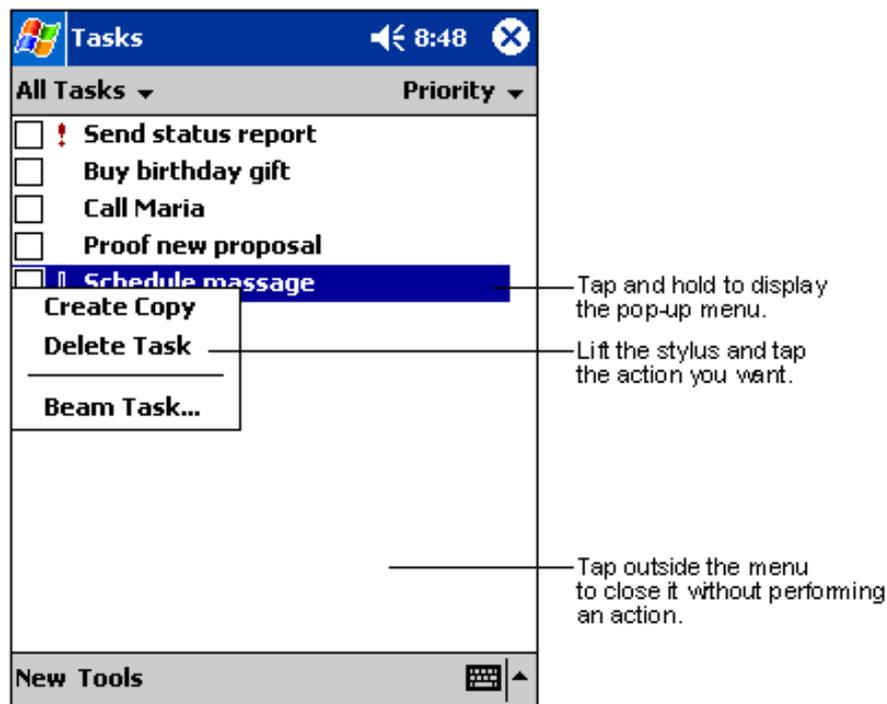
Tap the  icon on the Navigation bar to display a drop down list of the programs installed in your device.



Icon	Program	Description
	ActiveSync	Synchronize information between your device and your desktop computer.
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your friends and colleagues.
	Inbox	Send and receive e-mail messages.
	Internet Explorer	Browse Web and WAP sites, and download new programs and files from the Internet.
	Notes	Create handwritten or typed notes, drawings, and recordings.
	Tasks	Keep track of your tasks.
	Programs	Tap to see additional programs installed in your device.
	Settings	Tap to see items that you can customize or adjust to your preference.
	Find	Tap to find data in your device.
	Help	Tap to see the Help contents.

## Pop-up menus

With the pop-up menu, you can easily choose an action for an item. For example, you can use the pop-up menu in Tasks to delete, copy, or beam a task. The actions in the pop-up menu vary from program to program. To access a pop-up menu, tap and hold the stylus on the item that you wish to perform action on. When the menu appears, lift the stylus, and tap the action that you want to execute. To close the pop-up menu without performing an action, tap anywhere outside the menu.



## Notifications

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

- A message box appears on the screen
- A sound is played (you can select the type of sound)
- A light flashes on the device

To choose the reminder types and sounds, tap  icon then tap Settings. In the Settings screen, tap **Sounds and Notifications**.

Proceed to Chapter 2 to learn the basics, and to the succeeding chapters to learn the many other things you can do on your device and the things it can do for you!

# Chapter 2

## *Learn the basics*

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# Entering information

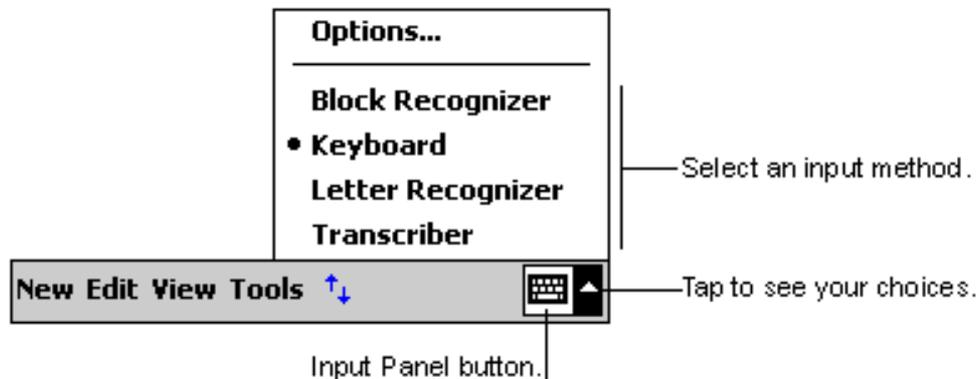
You can enter information in your device.

- Use the input panel to enter text using the soft keyboard or the Letter recognizer
- Write directly on the screen with the stylus
- Draw pictures on the screen
- Speak into the device microphone to record a message
- Use the Microsoft ActiveSync to synchronize or copy information from your desktop computer to your device

## Entering text using the Input Panel

Use the Input Panel to enter information in any program on your device. you can either type using the soft keyboard or write using the Letter Recognizer, Block Recognizer, or Transcriber. In either case, the characters appear as typed text on the screen.

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



### To type with the soft keyboard:

1. Tap the arrow next to the Input Panel button, then tap **Keyboard**.

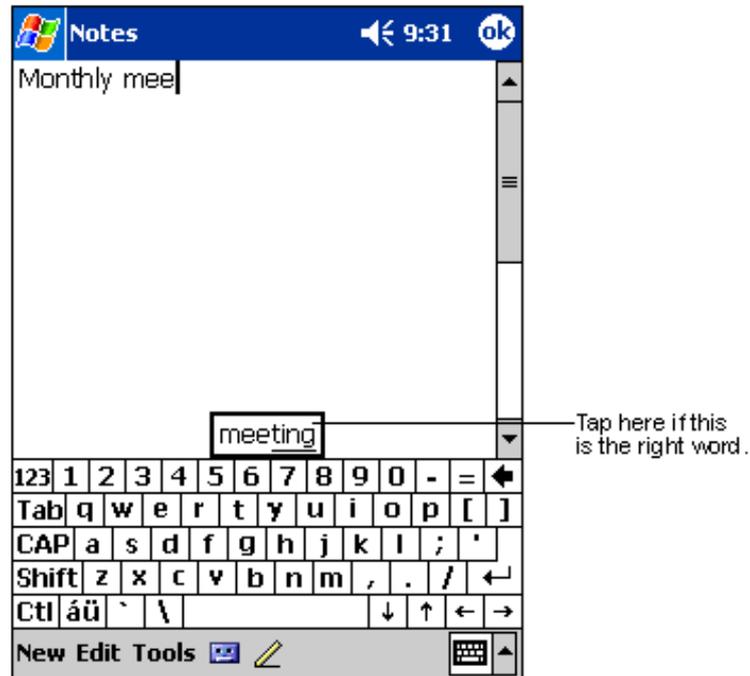
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**NOTE** To demonstrate, open **Notes**.

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2. Tap the keys with the stylus to enter information.

When you use the Input Panel and the soft keyboard, your device anticipates the word you are typing and displays it above the Input Panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your device, the more words it learns to anticipate.



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**NOTE** To change options on word completion feature:

1. Tap .
2. Tap Settings.
3. Tap Personal tab.
4. Tap Input.
5. Tap Word Completion tab.
6. Make your desired changes.

---

## To use Letter Recognizer:

With the Letter Recognizer, you can write letters on the screen with the stylus as you would on paper.

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

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

## To use Block Recognizer:

With the Block Recognizer, you can input character strokes that are similar to those use on other devices.

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

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

## To use Transcriber:

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

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

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

## To edit typed text:

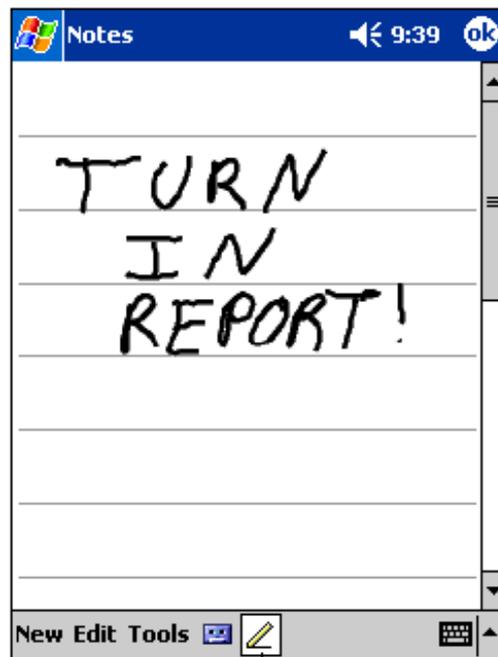
1. Select the text that you wish to edit using either one of the following:
  - drag the stylus over the text
  - tap twice to select a word
  - tap three times to select a paragraph
2. Tap Edit on the Command bar and select an action, or use one of the tools in the Input Panel to enter a new text.

## Writing on the screen

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

### To write on the screen:

1. Open the Notes program.
2. Tap the Pen button to switch to the writing mode. The screen displays blank space with lines to help you write.
3. Write your text.



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

---

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

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## To edit your writing:

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

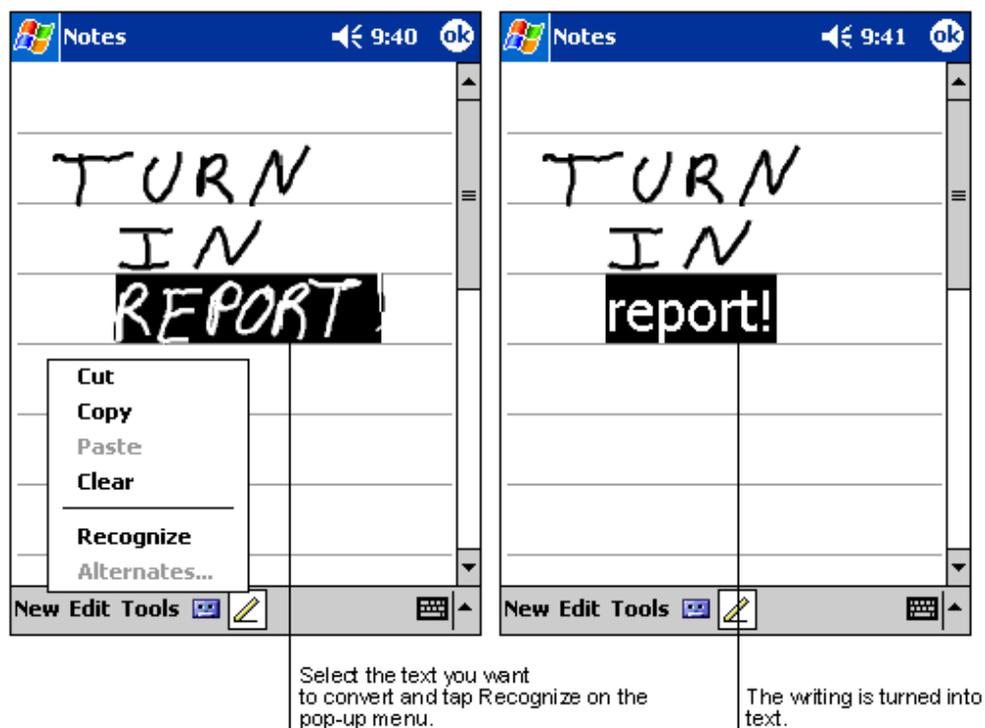
If you accidentally write on the screen, tap Tools, then Undo and try again. You can also select text by tapping the Pen button to deselect it and then dragging the stylus across the screen.

3. Tap Edit on the Command bar and select an action, or use one of the tools in the Input Panel to enter a new text.

## To convert writing to text:

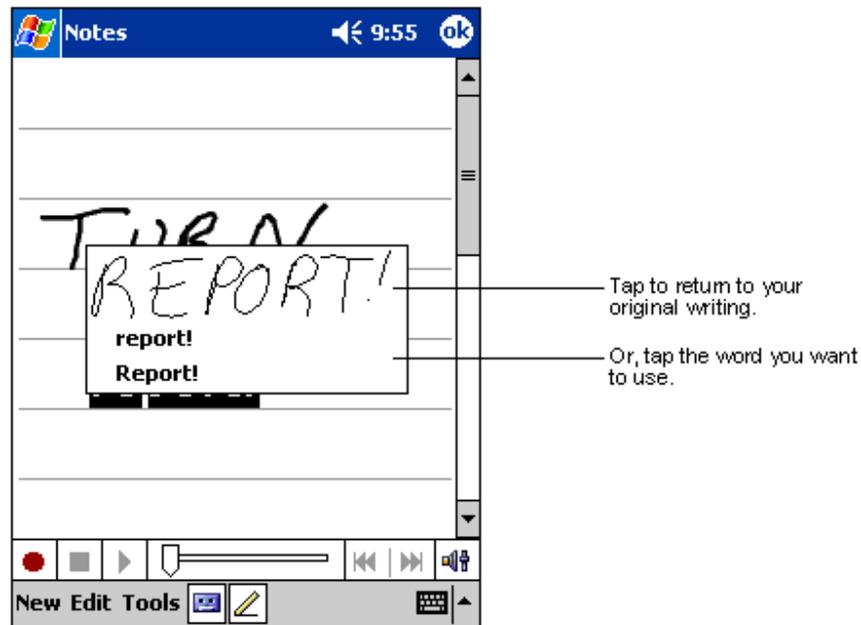
- Tap Tools, then Recognize.

If you want to convert only certain words, select them before tapping Recognize. If the word is not recognized, it is left as writing.



If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing.

1. Tap and hold the incorrect word.
2. When the pop-up menu appears, tap Alternates to display a list of alternate words for the selection.
3. Tap the word that you want to use, or tap the writing at the top of the menu to return to the original writing.



## Tips for getting good writing recognition

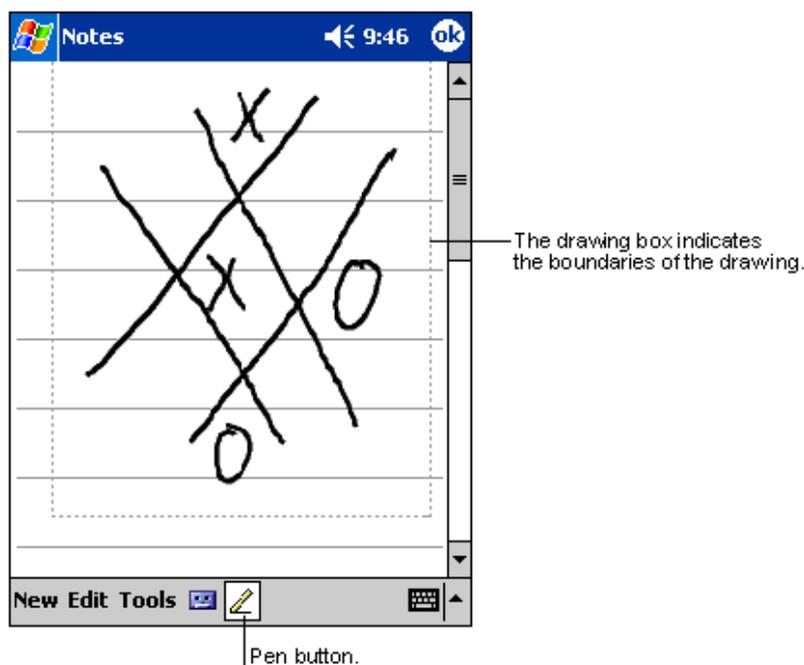
- Write neatly.
- Write on the line and draw descenders below the line. Write the cross of the “t” and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the Tools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

## Drawing on the screen

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

### To create a drawing:

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



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**NOTE** To easily work on or view your drawing, change the zoom level by tapping Tools and selecting your desired zoom.

---

### To edit your drawing:

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

## Recording a message

In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message. In Calendar, Tasks, and Contacts, you can include a recording in the Notes tab. In the Notes program, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first. In the Inbox program, you can add a recording to an e-mail message.

### To create a recording:

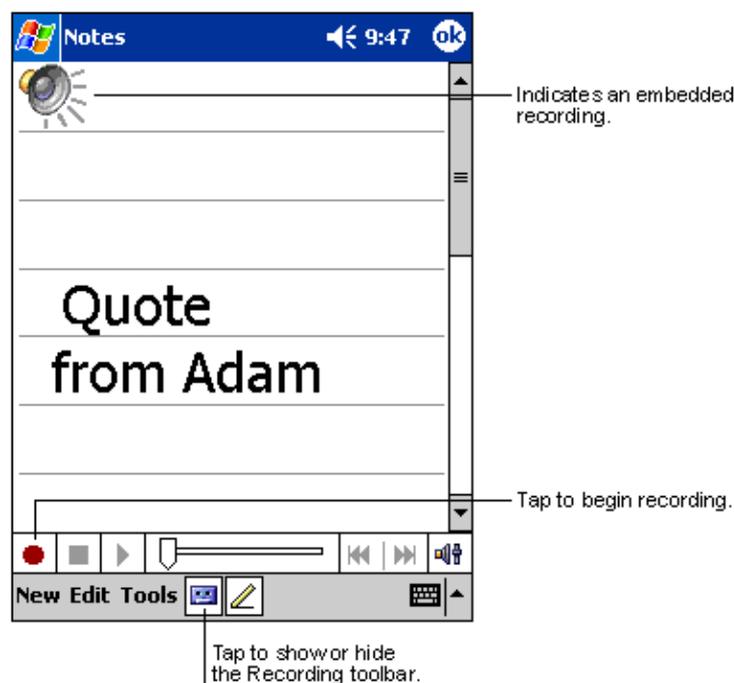
1. Hold your device with the microphone near your mouth or other source of sound.
2. Press and hold the Record button on the device until you hear a beep.
3. While holding the Record button, make your recording.
4. To stop recording, release the Record button. You will hear two beeps. The new recording appears in the Note list or as an embedded icon.

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**NOTE** You can also make your recording using the buttons on the Recording toolbar.

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5. To play the recording, tap it from the list, or if embedded in a note, tap the speaker icon.



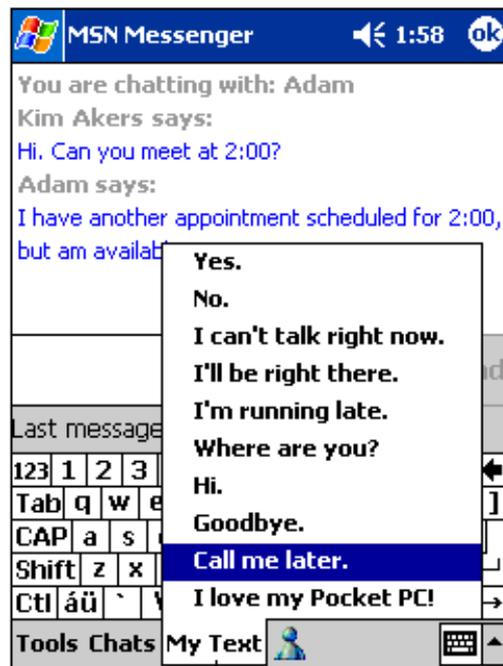
## Using a preset message

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

---

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

---



Tap to select a prewritten m message.

### To edit a My Text message:

1. Tap Edit in the Tools menu.
2. Tap My Text Messages.
3. Select a message and make your desired changes.

# Finding and organizing information

The Find feature on your device helps you quickly locate information.

## To find information:

1. Tap , then tap **Find**.
2. Enter the text that you want to find, select a data type, then tap **Go** to start the search.

---

**NOTE** To quickly find information that is taking up space on your device, select **Larger than 64 KB** in Type.

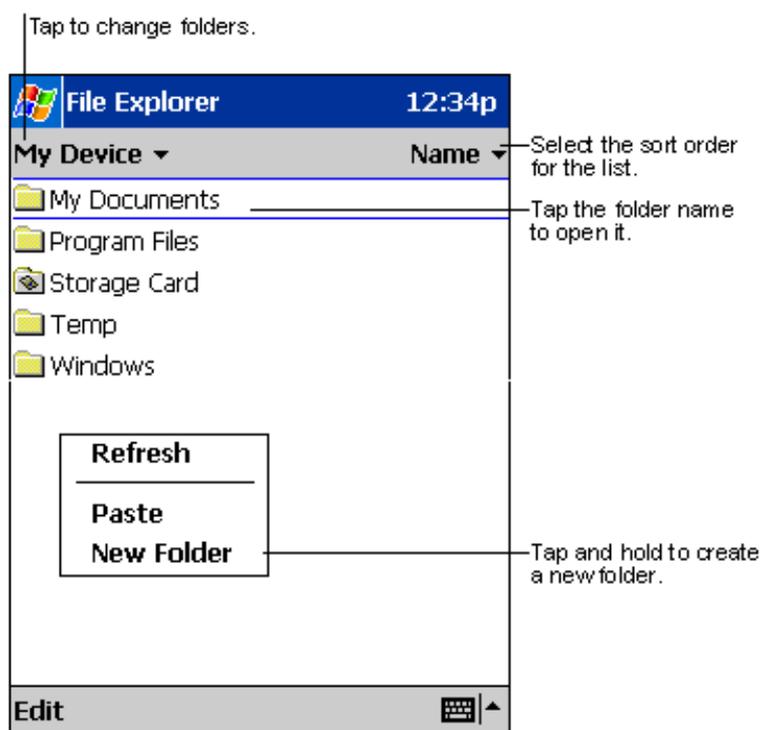
You can also use the File Explorer to find files on your device.

---

## Using the File Explorer

### To use the File Explorer to find and organize files:

1. Tap , then tap **Programs**.
2. In the Program screen, tap the File Explorer icon.
3. Tap and hold the item that you wish to move until a pop-up menu appears.
4. Tap an action from the pop-up menu.



# Customizing your device

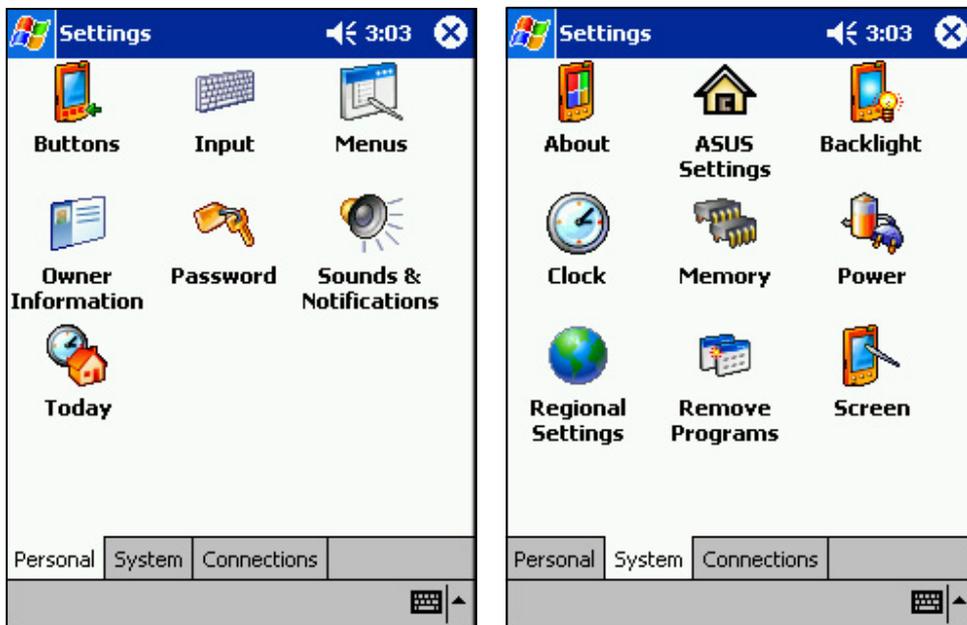
You can customize your device by adjusting the settings and installing additional software.

## Adjusting settings

You can adjust the device settings to your preference.

### To see the available options:

1. Tap , then tap **Settings** to display the Settings screen.
2. Tap the Personal or System tab on the bottom of the screen.



You may want to adjust any one of the following items.

- **Clock.** Change the time or set alarms.
- **Menus.** Customize what appears on the  menu, and enable a pop-up menu from the **New** button.
- **Owner information.** Enter your contact information.
- **Password.** Add security to your device.
- **Power.** Maximize battery life.
- **Today.** Customize the look and information displayed on the Today screen.

---

**NOTE** Refer to the section “ASUS utilities” later in this chapter for details on the bundled ASUS programs.

---

## Adding or removing programs

Programs added to your device at the factory are stored in ROM (Read-Only Memory). You cannot remove this software, and you will never accidentally lose ROM contents. ROM programs can be updated using installation programs with a \*.xip extension. All other programs and data files added to your device after factory installation are stored in RAM (Random Access Memory).

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

### To add programs using ActiveSync:

---

**NOTE** You need to install the Microsoft ActiveSync on your desktop computer before you can synchronize and/or add programs to your device. Refer to “Chapter 3: Microsoft ActiveSync” for installation instructions.

---

1. Determine your device and processor type so that you know which version of the software to install. Tap , then tap Settings. On the System tab, tap About. In the Version tab, take note of the information in Processor.
2. Download the program to your desktop computer (or insert the CD that contains the program into your desktop computer). You may see a single \*.xip, \*.exe, or \*.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for the Pocket PC and your device processor type.
3. Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.
4. Connect your device to your desktop computer.

5. Double-click the \*.exe file.
  - If the file is an installer, the installation wizard begins. Follow the directions on the screen. Once the software is installed on your desktop computer, the installer automatically transfers 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 it is designed for a different type of computer. You need to move this file to your device. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your device. For more information on copying files using ActiveSync, see ActiveSync Help.
6. When the installation is complete, tap , **Programs**, and the program icon to switch to it.

## To add a program directly from the Internet:

---

**NOTE** You need to be connected to the Internet through an optional modem card or network card before you can add programs directly from the Internet.

---

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

## To add a program to the Start menu:

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

## To remove a program from the Start menu:

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

# ASUS utilities

Besides the Microsoft program that allow you back up the data, your device also includes a proprietary ASUS utilities. The ASUS utilities allow you to backup or restore data, and adjust settings to customize your device and maximize its use.

## Using the ASUS Backup

### To access the ASUS backup utility:

1. Tap , then tap Programs.

**NOTE** You need to insert an SD (Secure Digital) memory card into the SD slot on top of the device when backing up data. Otherwise, you will receive the message “No storage devices are found!”

2. Tap , then tap .

A message appears asking you to stop other programs before running the backup utility.

3. Tap OK and stop running programs.



### To stop all running programs:

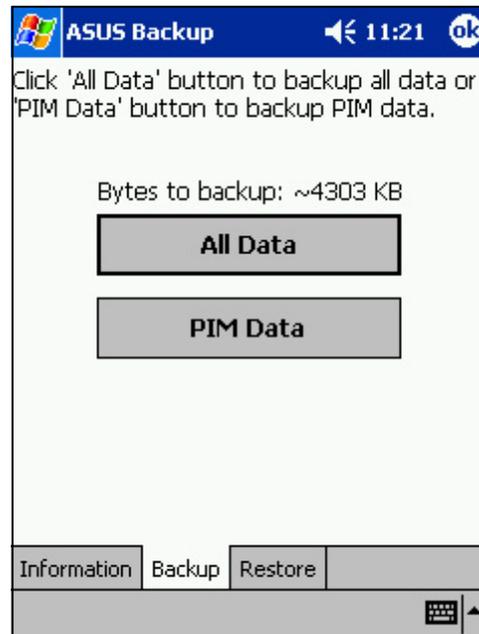
1. Tap , then tap **Settings**.
2. Tap the **System** tab, then tap the **Memory** icon.
3. On the Memory screen, tap the **Running Programs** tab.
4. Tap the **Stop All** button, then tap OK.



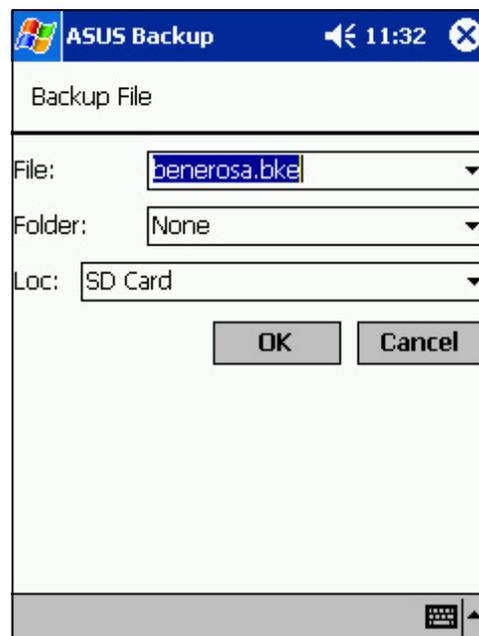
## Backing up data

### To back up all data on your device:

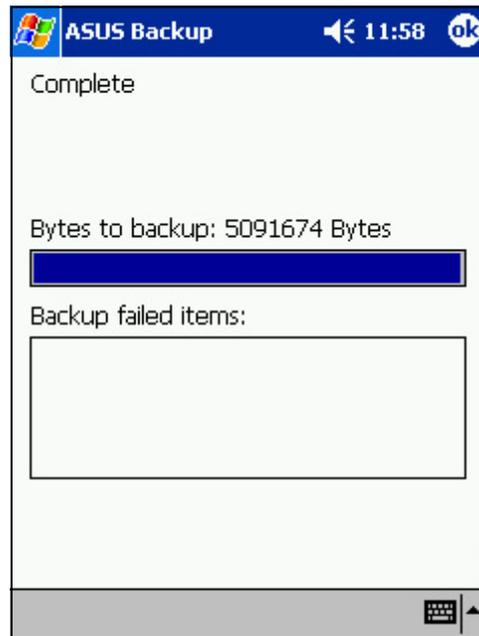
1. Return to the ASUS programs screen and tap the **ASUS Backup** icon.
2. Tap the **Backup** tab on the ASUS Backup screen.
3. Tap **All Data** button to back up all data on your device.



4. In the Backup File screen:
  - specify the backup **file name**
  - specify the **folder** in which to store the backup file (optional)
  - specify the **location** where you would like to place your backup file (i.e. SD card, CF card)
5. Tap OK to start the backup process.

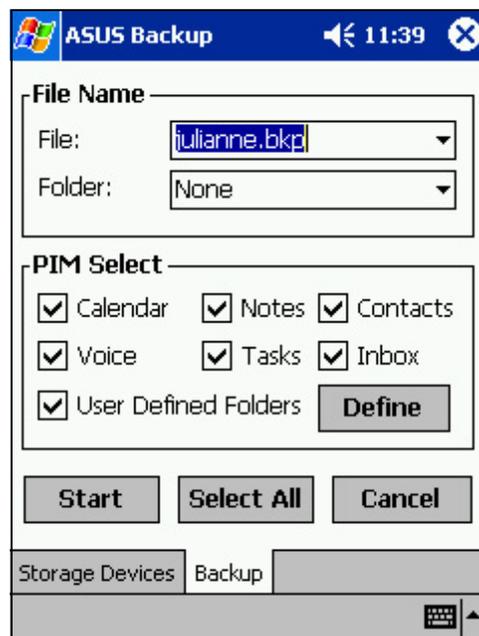


- When the backup process is complete, the screen displays the message “Complete” and the total size of the backed up files.  
In case the program fails to back up any items, it will show the items on the screen.
- Tap OK.



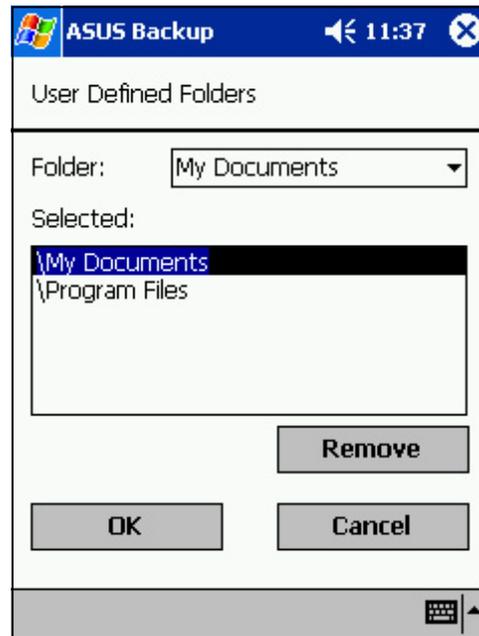
## To back up only PIM data on your device:

- On the ASUS Backup screen, tap **PIM Data** button to back up only the personal information management (PIM) data on your device.
- When prompted, select SD Card or CF card (whichever is available).  
Tapping Cancel returns you to the previous screen.
- Tap the **Backup** tab.
- Type a name for your backup file and the folder where you wish to place it. You may opt not to specify a folder.
- Check the boxes opposite the items that you wish to back up, or tap **Select All** to select all listed items.



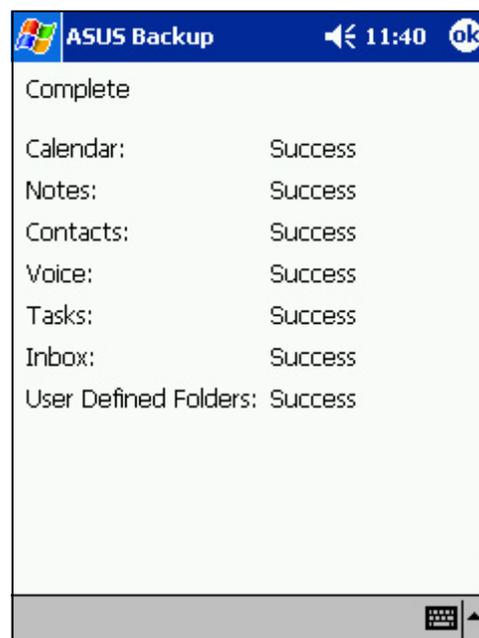
If you checked the box **User Defined Folders**, tap **Define** to specify the folders that you wish to include in the backup file, then tap OK.

6. Tap **Start** to begin the backup process.



7. When the backup process is complete, the screen displays the message "Complete" and a list of all the backed up items.

8. Tap OK.



---

**NOTE** See the online help on your device for online instructions to back up or restore data.

---

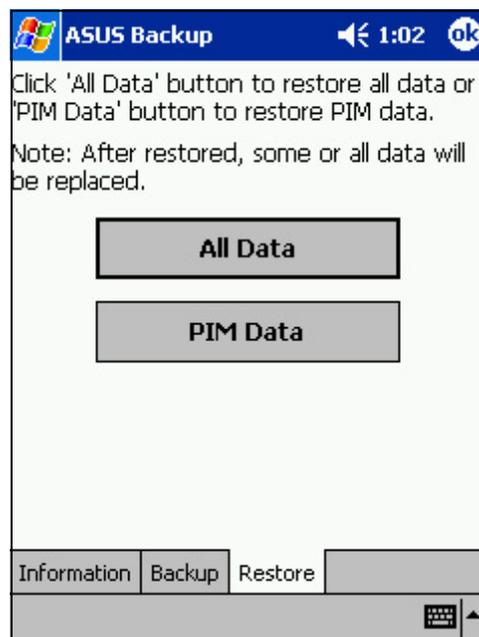
## Restoring data

### To restore all data from the memory card:

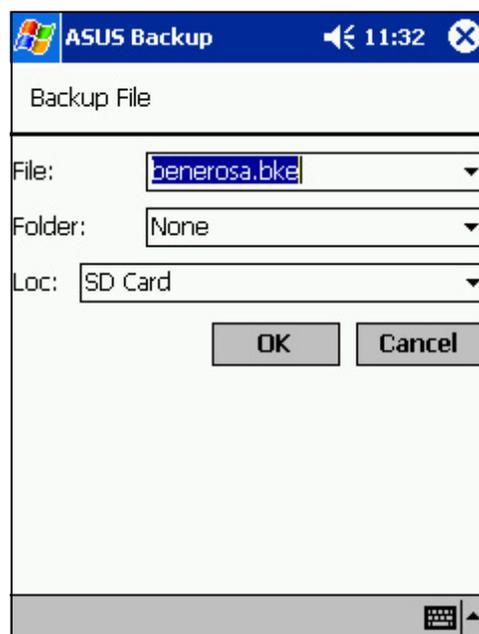
1. Tap , then tap **Programs**.

**NOTE** You need to insert the SD memory card that contains your backup file into the SD slot on the device when restoring data. Otherwise, you will receive the message “No storage device are found!”

2. On the ASUS Programs screen  
Tap the **ASUS Backup** icon.  
When prompted, stop all running programs. See page 2-16 for instructions.
3. Tap the **Restore** tab on the ASUS Backup screen.
4. Tap **All Data**.

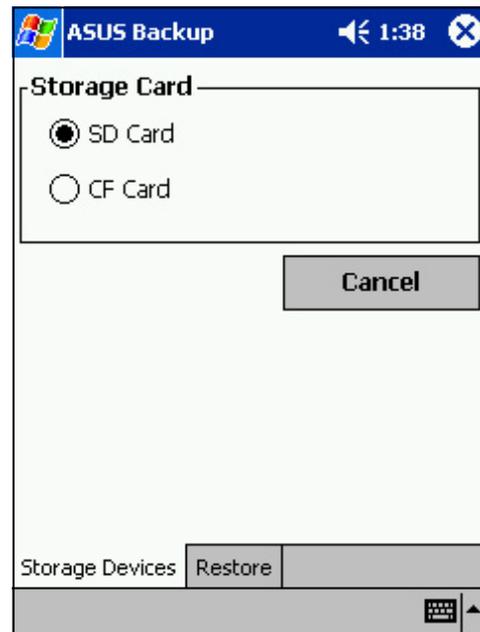


5. In the Backup File screen:
  - select the backup **file name** (tap the arrow to list down other backup files, if any)
  - select the **folder** that contains your backup file (optional)
  - select the **location** where you stored your backup file (i.e. SD card, CF card)
6. Tap **OK** to start the restore process.

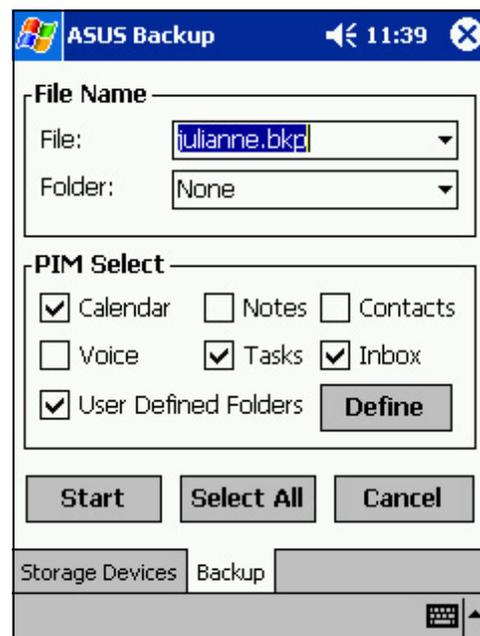


## To restore PIM data from the memory card:

1. On the ASUS Backup screen, tap **PIM Data**.
2. When prompted, select SD Card or CF card where you stored your backup file.  
Tapping Cancel returns you to the previous screen.
3. Tap the **Restore** tab.



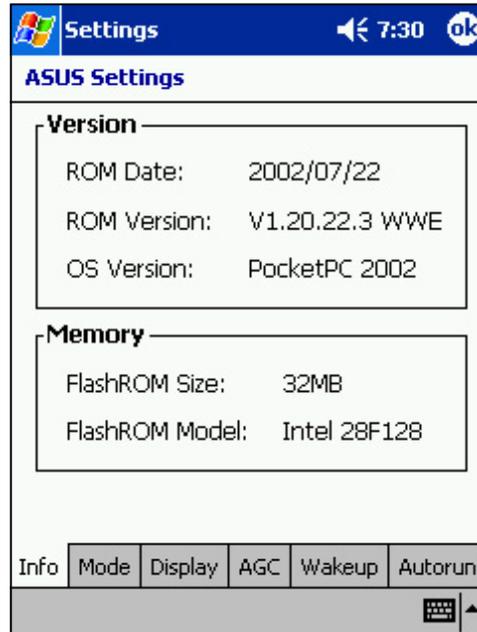
4. Select the backup **file name** (tap the arrow to list down other backup files, if any).
5. Check the boxes opposite the items that you wish to restore, or tap **Select All** to select all listed items.  
If you checked the box **User Defined Folders**, tap **Define** to specify the folders that you wish to restore, then tap OK.
6. Tap **Start** to begin the restore process.
7. When the restore process is finished, a message appears prompting you to reset the PDA. Tap OK and reset your device.



## Customizing the ASUS Settings

### To access the ASUS settings:

1. Tap , then tap **Settings**.
2. Tap the **System** tab on the bottom of the Settings screen.
3. Tap the **ASUS Settings** icon to display the system information screen. This screen is displayed whenever you tap the **Info** tab.

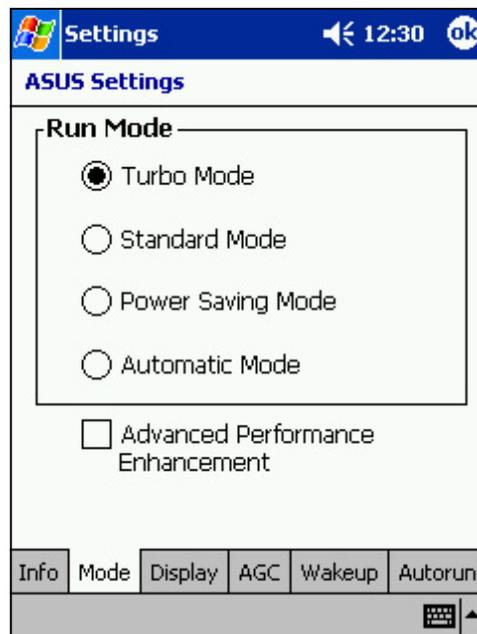


### To change the Run Mode:

Tap the **Mode** tab to display the running mode of the CPU.

The **Turbo Mode** allows better CPU performance. In this mode, the CPU speed goes up to 400MHz. Set to this mode when playing games or playing video. However, setting to Turbo mode may reduce the battery life.

The **Standard Mode** allows for up to 200MHz CPU speed. Set to this mode when listening to MP3 audio files or for applications that do not require very fast CPU speed.



The **Power Saving Mode** sets the CPU to a fixed speed of 100MHz. Set to this mode when using text based applications such as Word, Excel, etc. This mode has a lower CPU performance but extends the battery life.

The **Automatic Mode** allows for 100MHz, 200MHz, or 400MHz CPU speed depending on the program that you are running.

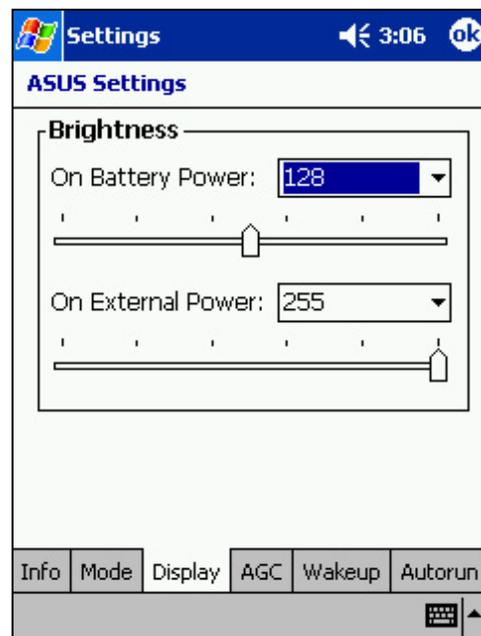
You may also check the **Advanced Performance Enhancement** box to increase system performance. This option allows data caching so you can retrieve data faster. However, this option may sometimes cause the system to be unstable.

## To change the Display settings:

Tap the **Display** tab to adjust the screen brightness.

You may set the degree of brightness on battery power and on external power. Using a lower degree of brightness while on battery power substantially reduces battery power consumption.

You will only see the Display settings if your device has a customizable backlight.

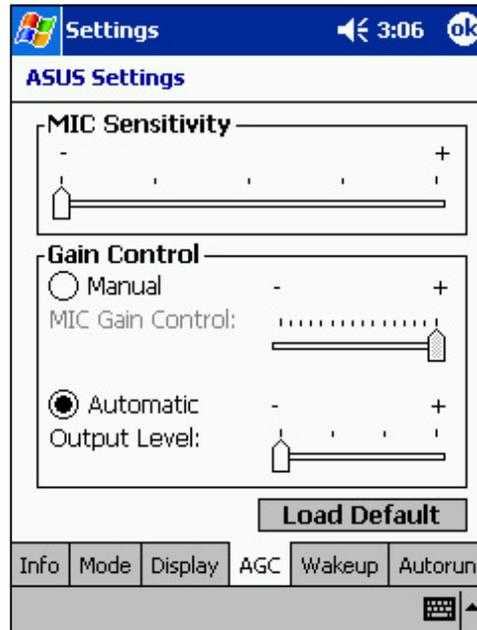


## To change the Microphone settings:

Tap the **AGC** tab to adjust the settings for the microphone sensitivity and automatic gain control (AGC).

The AGC features allows you to adjust the recording and environment noise level.

- The MIC Sensitivity controls the sound recording input. Setting the slider toward the “+” sign allows for a louder recording, but the environment noise level may be louder also.
- The Gain Control controls the sound recording output.



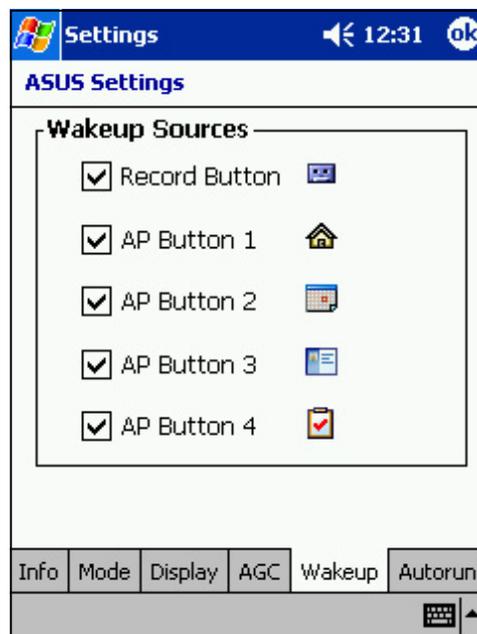
## To change the Wakeup Sources:

Tap the **Wakeup tab** to select the source wakeup buttons.

Pressing any one of the checked buttons wakes up the device.

The program assigned to a specific button appears when you press that button.

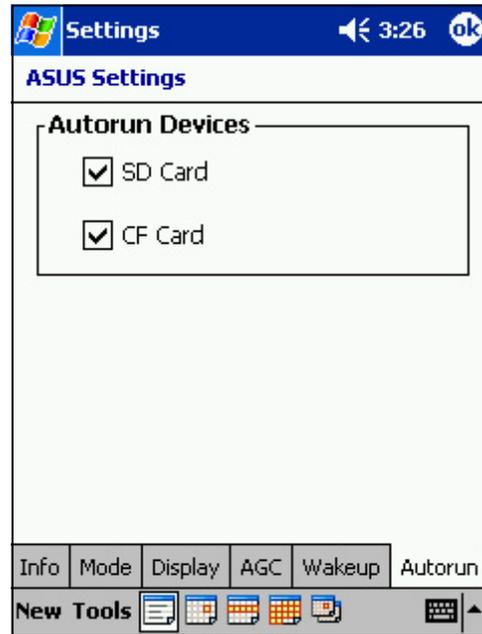
Tap , **Settings**, and **Buttons** for the button assignments. You may customize the button assignments.



## To select Autorun Devices:

Tap the **Autorun** tab to select the source devices to execute the autorun program.

You may select **SD Card** or **CF card**, or both.





# Chapter 3

## *Microsoft<sup>®</sup> ActiveSync<sup>®</sup>*

◆ <b>Introduction</b> .....	<b>3-2</b>
What is ActiveSync <sup>®</sup> ? .....	3-2
◆ <b>Installing ActiveSync<sup>®</sup></b> .....	<b>3-3</b>
Installing ActiveSync <sup>®</sup> on your computer .....	3-4
◆ <b>Synchronizing your device</b> .....	<b>3-5</b>
Connecting your device to a computer .....	3-5
Setting up a partnership .....	3-6
Checking synchronized information .....	3-6
Initiating synchronization .....	3-7
Synchronization options .....	3-8

# Introduction

## What is ActiveSync®?

The Microsoft® ActiveSync® is one of the important bundled programs in MyPal. With ActiveSync, you can synchronize the information on your desktop computer with the information on your device. Synchronization compares the data on your device with your desktop computer and updates both computers with the most recent information.

### For example:

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

---

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

---

### With ActiveSync, you can also:

- Back up and restore your device data
- Copy (rather than synchronize) files between your device and desktop computer
- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while connected to your desktop computer or only when you choose to synchronize.
- Select which information types are synchronized and control how much data is synchronized. For example, you can choose to synchronize your appointments of the past two weeks only, appointments older than two weeks are not synchronized.

### For more information about using ActiveSync:

1. Start ActiveSync on your desktop computer.
2. From the Activesync menu bar, click **Help** then on **Microsoft ActiveSync Help**.

# Installing ActiveSync®

The ActiveSync program is already installed on your device. To synchronize information on your device with your computer, you must also install ActiveSync on your computer. Install ActiveSync from the Companion CD that came with your product package.

---

**NOTE** Before starting the ActiveSync installation, make sure that you have Microsoft® Outlook® installed on your computer. If you do not have Outlook, install the Microsoft® Outlook® 2002 from the Companion CD. Even if you have Outlook 98 or Outlook 2000 installed, you are encouraged to update to Outlook 2002.

---

## Installing ActiveSync® on your computer

### To install ActiveSync on your computer:

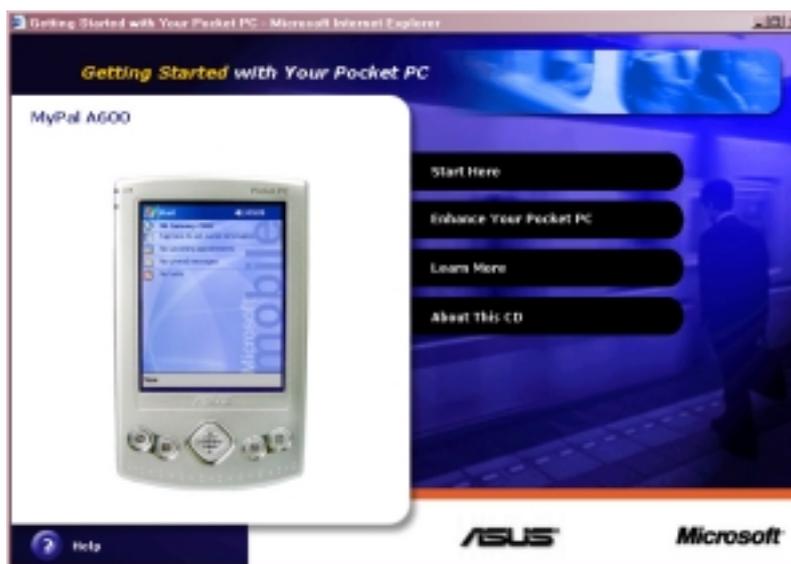
1. Turn on your computer and monitor.

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**NOTE** Do not connect your device to your computer until you have finished installing ActiveSync.

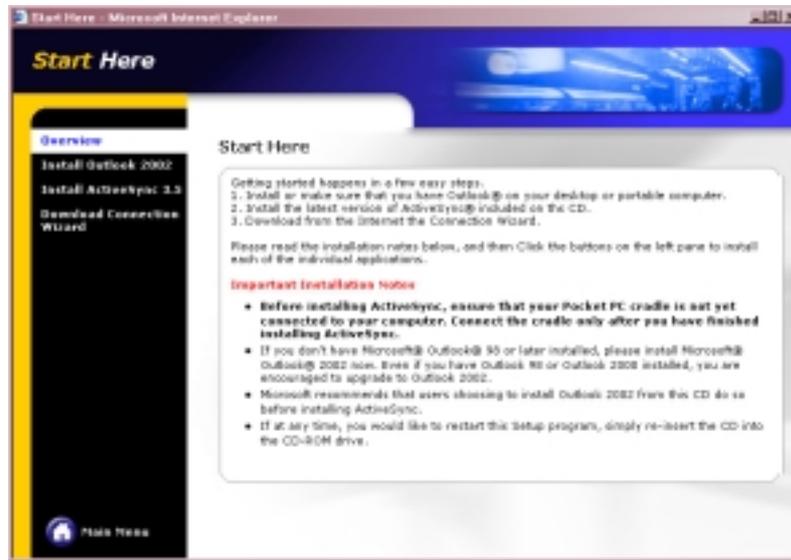
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2. Insert the Companion CD into the CD-ROM drive of your computer. The CD autoruns and displays the initial screen, then the Main Menu from which you can start the installation.



3. Click on **Start Here** from the Main Menu.

4. Read the **Overview** before installing ActiveSync 3.5 to make sure that you perform the installation sequence correctly.



If you have not installed Outlook, install it now. Click **Install Outlook 2002** and follow the screen instructions to complete the installation.

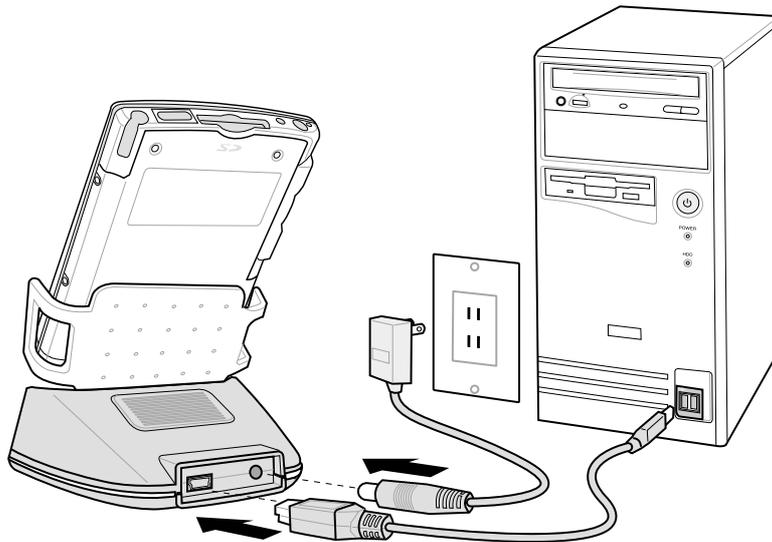
5. Click **Download Connection Wizard** and read the overview to see if you require the wizard. Follow the screen instructions to install the wizard on your computer. Return to the Main Menu when done.
6. Click **Install ActiveSync 3.5**.
7. At the Install ActiveSync 3.5 screen, click **Install**.
8. At the File Download window, select **Run this program from its current location** then click OK.
9. Follow the screen instructions to complete the installation.
10. Restart Windows when prompted, then proceed to the next section to connect your device to your computer and start synchronization.

# Synchronizing your device

## Connecting your device to a computer

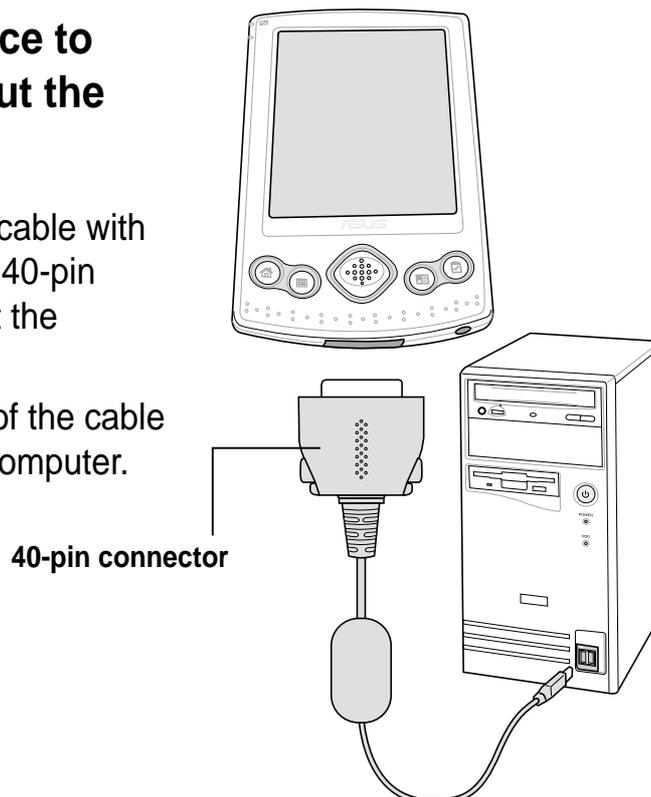
### To connect your device to your computer:

1. Place the device on the cradle.
2. Connect the AC adapter to the power connector on the cradle.
3. Connect the mini-USB sync cable to the mini-USB connector on the cradle and the other end to a USB port on your computer.



### To connect your device to your computer without the cradle:

1. Connect the USB sync cable with 40-pin connector to the 40-pin sync cable connector at the bottom of the device.
2. Connect the other end of the cable to a USB port on your computer.



## Setting up a partnership

Immediately after you have completed the installation, the **New Partnership** wizard will start automatically to help you establish a partnership and customize your synchronization settings. At this point, you can decide exactly which types of information you would like to synchronize with your computer. Your first synchronization process begins when you finish using the wizard.

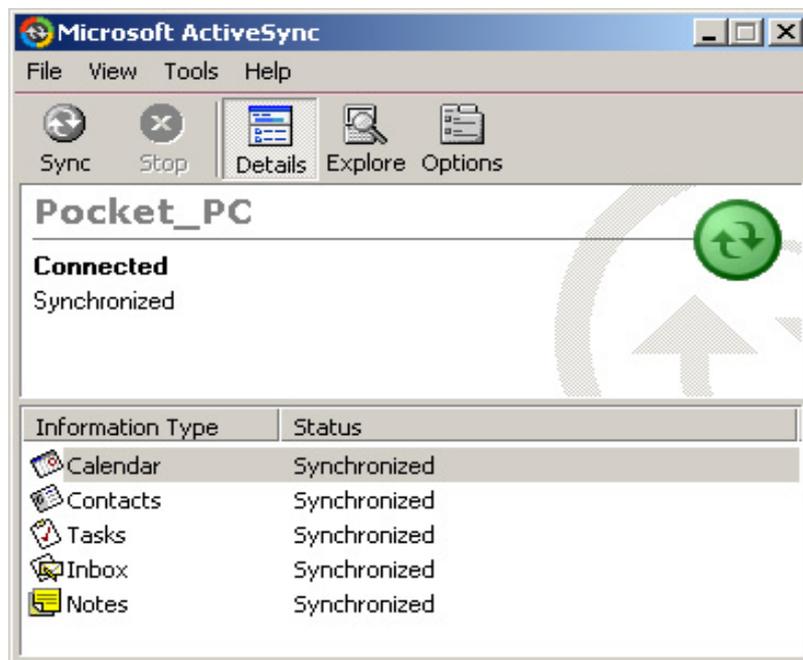
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*A **partnership** is a file that allows you to synchronize your device with your desktop computer. This file is stored on your desktop computer. An additional file that enables your desktop computer to recognize your device is stored on your device.*

---

## Checking synchronized information

After your first synchronization, take a look at Calendar, Contacts, and Tasks on your device. You will notice that the calendar information in Microsoft Outlook on your computer was copied to your device, and the information that you have on your device was copied to your computer.



---

**NOTE** Open Microsoft Outlook on your desktop computer to see the details of copied information from your device.

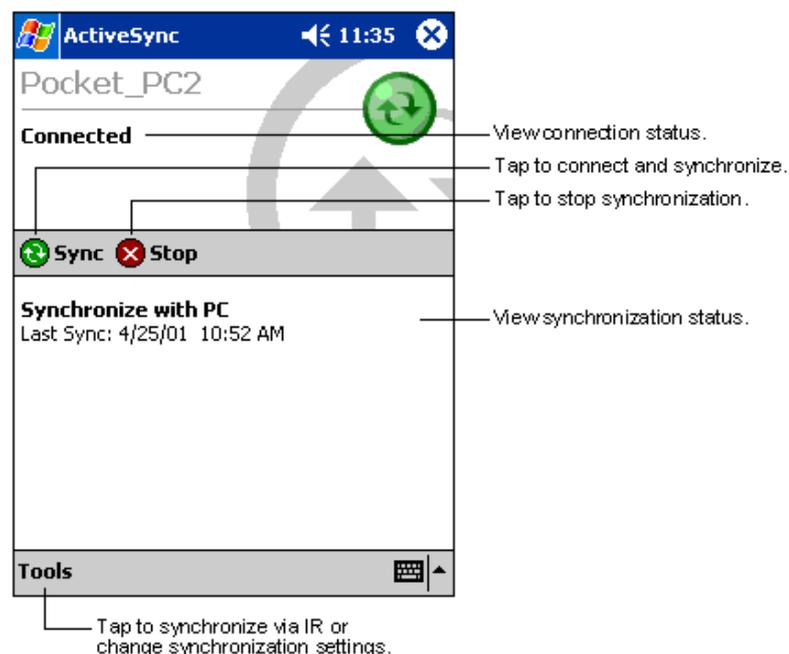
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## Initiating synchronization

Once you have set up ActiveSync and completed the first synchronization process, you can initiate synchronization from your device at any time.

### To manually initiate synchronization:

1. Tap , then tap **ActiveSync** to display the ActiveSync screen.



2. To start synchronization, make a connection between your device and your computer, then tap **Sync**.  
To end synchronization, tap **Stop**.

### For more information on synchronization:

Tap  while in the ActiveSync screen, then tap **Help**.

## Synchronization options

The Microsoft ActiveSync program allows you to customize your synchronization settings at any time. You can select the items to synchronize, set the synchronization schedule, and specify the synchronization rules.

### To display the synchronization options:

- From the ActiveSync window on your desk top computer, click on the **Options** icon, or
- From the menu bar, click on **Tools**, then **Options**.

### To select items to synchronize:

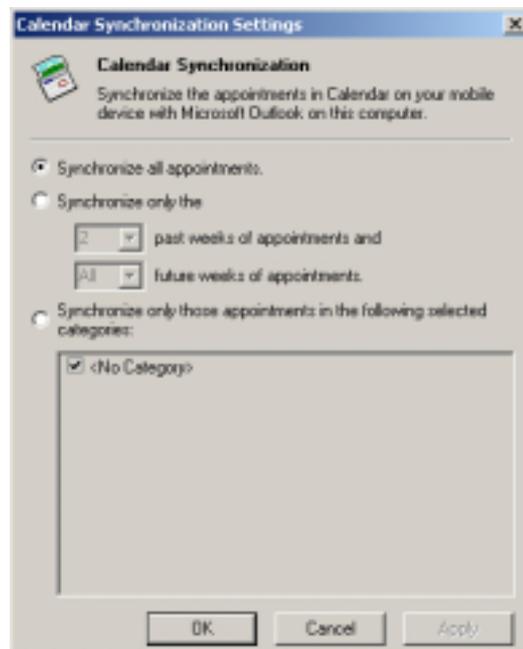
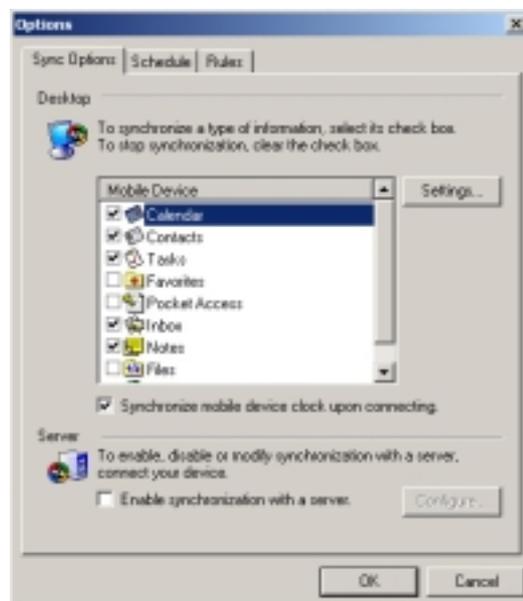
1. Check the box opposite the item that you wish to synchronize.
2. Highlight a checked item then click on Settings to specify synchronization options for the item.

For example, highlight Calendar then click on Settings to display the Calendar Synchronization Settings window. Customize the available settings, then click OK when done.

3. Do the same for the other checked items.

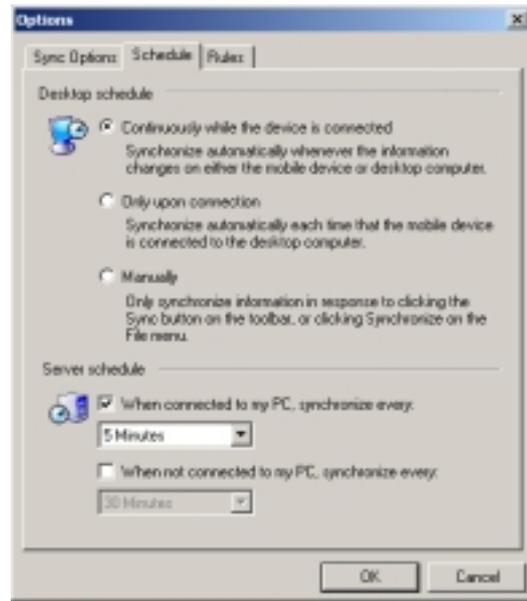
**NOTE:** You cannot set the options for unchecked items.

4. Click OK when done.



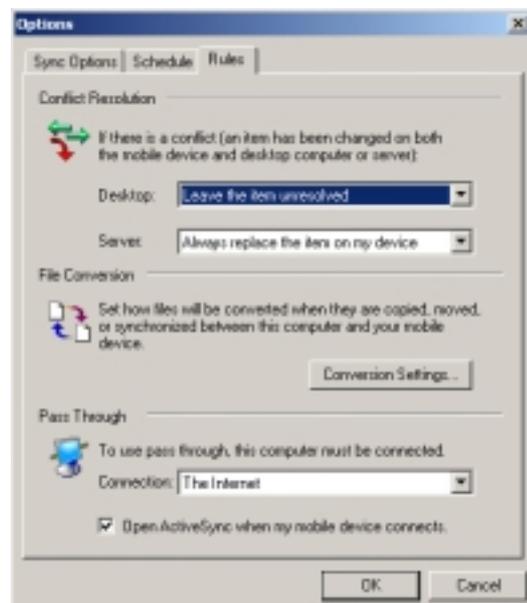
## To set synchronization schedule:

1. Click on the Schedule tab.
2. Select your desired synchronization schedule.
3. Click OK when done.



## To specify synchronization rules:

1. Click on the **Rules** tab.
2. Select your desired settings from the available options.
3. Click OK when done.





# Chapter 4

## **Microsoft® Pocket Outlook**

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◆	<b>Calendar</b> .....	<b>4-2</b>
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◆	<b>Contacts</b> .....	<b>4-5</b>
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	Using the summary screen .....	4-7
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# Introduction

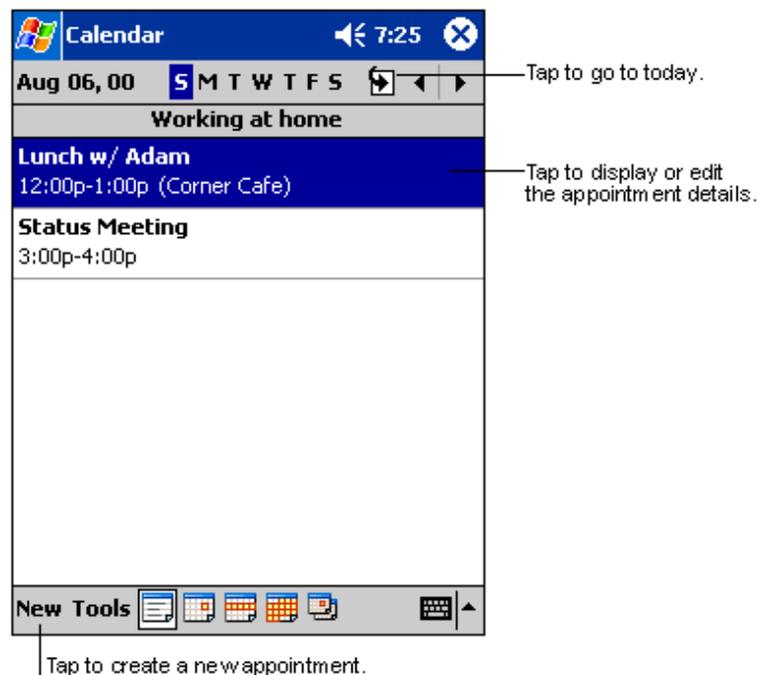
Microsoft® Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, e-mail address stored in Contacts can be used to address e-mail messages in Inbox.

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

You can switch to any of the Pocket Outlook programs by tapping .

## Calendar: Scheduling appointments and meetings

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

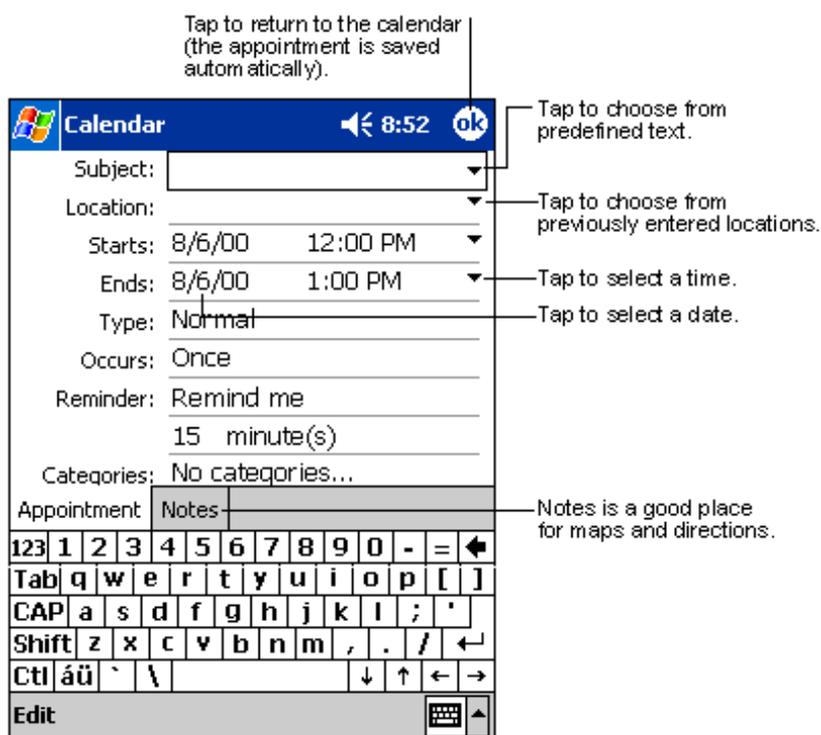


**NOTE** You can customize the Calendar display, such as changing the first day of the week, by tapping **Options** on the **Tools** menu.

# Creating appointments

## To create an appointment:

1. If you are in Day or Week view, tap your desired date for the appointment,
2. Tap **New**.



3. Using the input panel, enter a description and a location. Tap first to select the field.
4. If needed, tap the date and time to change them.
5. Enter other desired information. You will need to hide the input panel to see all available fields.
6. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see the “Notes: Capturing thoughts and ideas” later in this chapter.
7. When done, tap OK to return to Calendar.

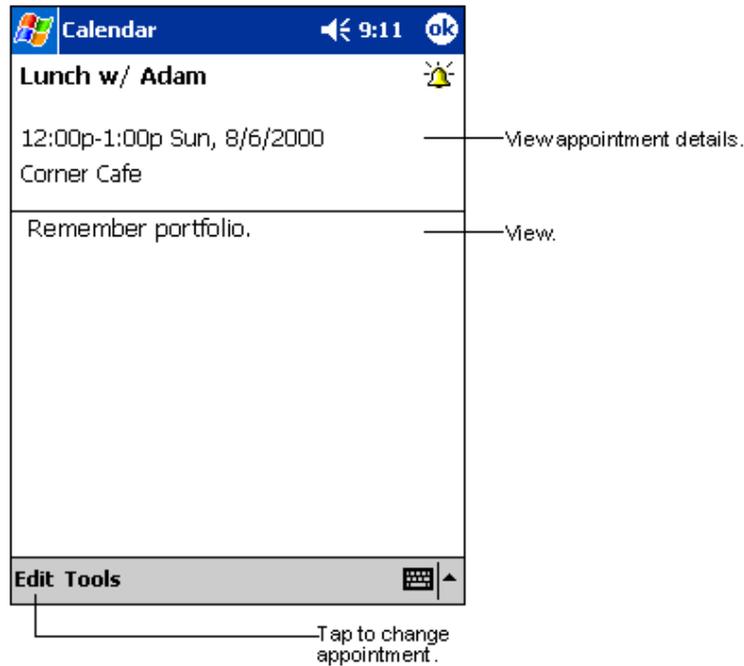
---

**NOTE** If you select **Remind me** in an appointment, your device will remind you according to the options set in , **Settings**, **Personal** tab, **Sounds and Notifications**.

---

## Using the summary screen

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



## Creating meeting requests

You can use Calendar to set up meetings with users of Outlook and 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.

### To create a meeting request:

1. Tap Tools then Options to indicate how you want meeting requests sent
2. If you send and receive e-mail messages through ActiveSync, select **ActiveSync**.

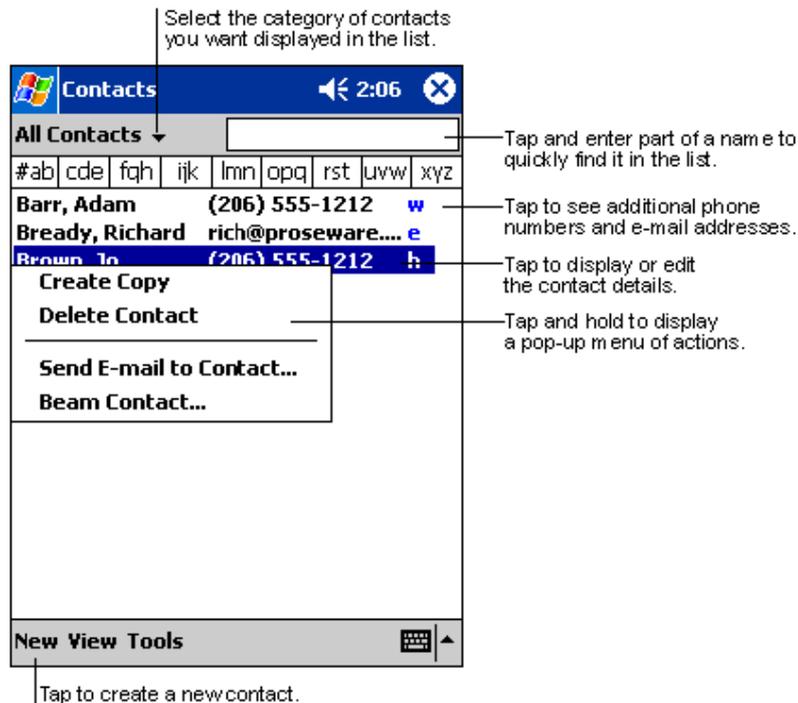
### To schedule a meeting:

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

The meeting notice is created automatically and placed in the Outbox folder. For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on the device.

# Contacts: Tracking friends and colleagues

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



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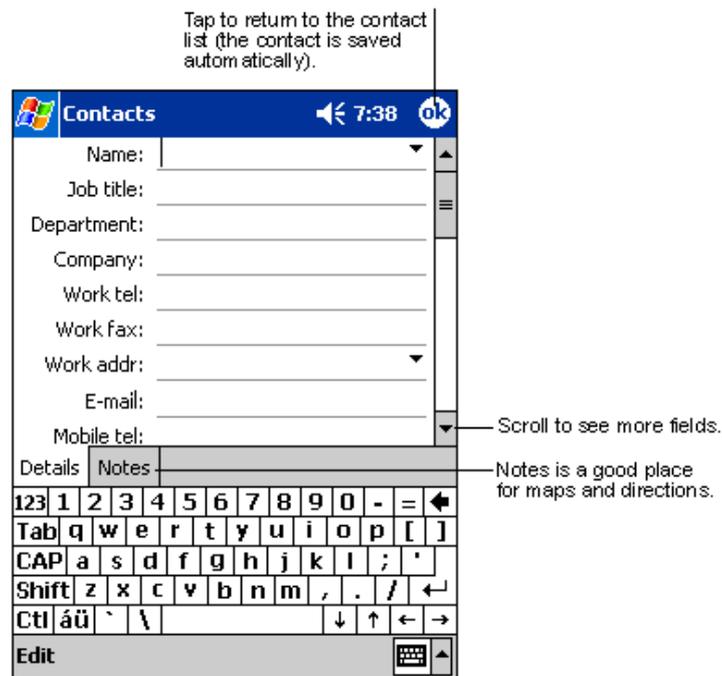
**NOTE** To change the way information is displayed in the list, tap **Tools** then **Options**.

---

# Creating contacts

## To create a contact:

1. Tap , then tap **Contacts**.
2. Tap **New** to display a blank contact form.



3. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.
4. To assign the contact a category, scroll to and tap Categories, then select a category from the list. In the contact list, you can display the contacts by category.
5. To add notes, tap the Notes tab. You can enter text, draw, or create a recording. For more information on creating notes, see “Notes: Capturing thoughts and ideas” later in this chapter.
6. Tap OK to return to the contact list when done.

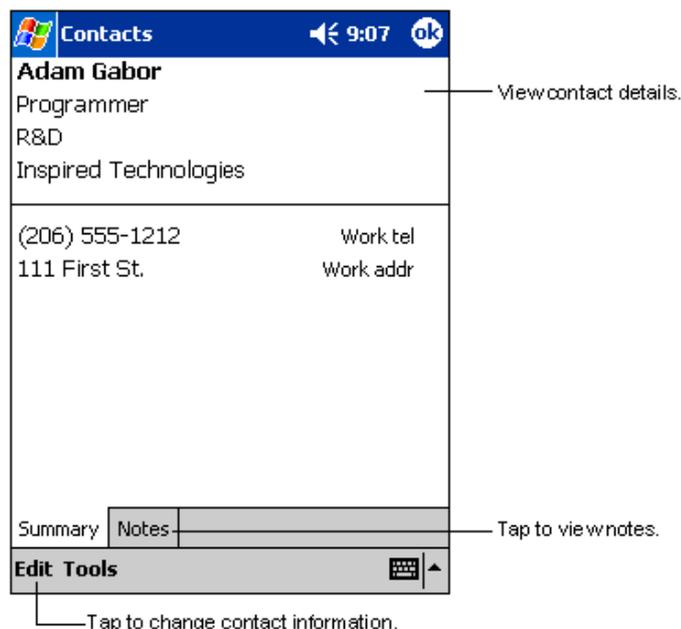
## Finding a contact

There are four ways to find a contact.

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

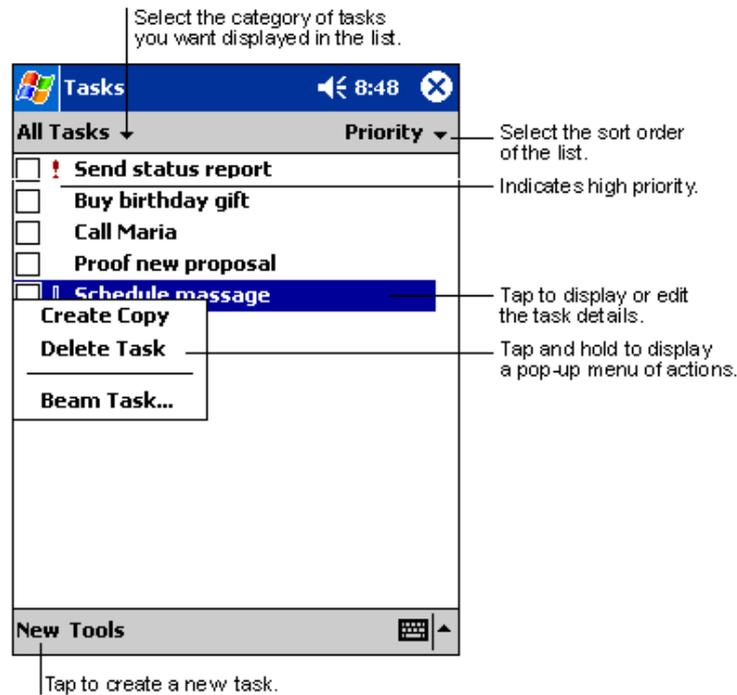
## Using the summary screen

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



# Tasks: Keeping a to do list

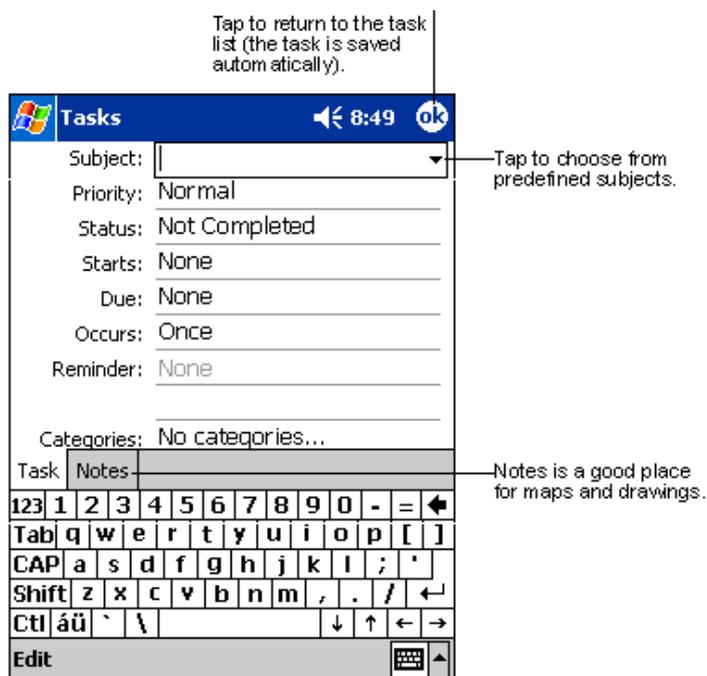
Use Tasks to keep track of what you have to do.



## Creating tasks

To create a task:

1. Tap , then tap **Tasks**.
2. Tap **New** to display a blank task form.



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

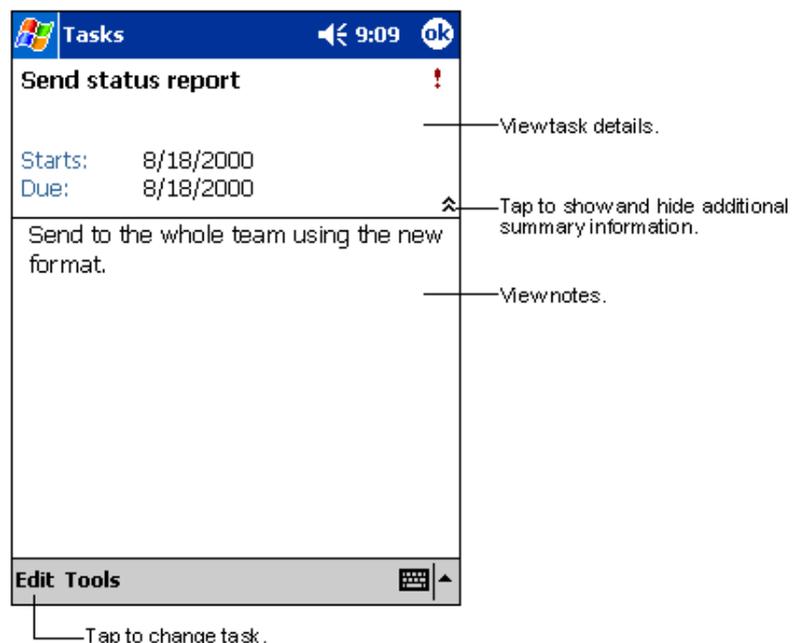
---

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

---

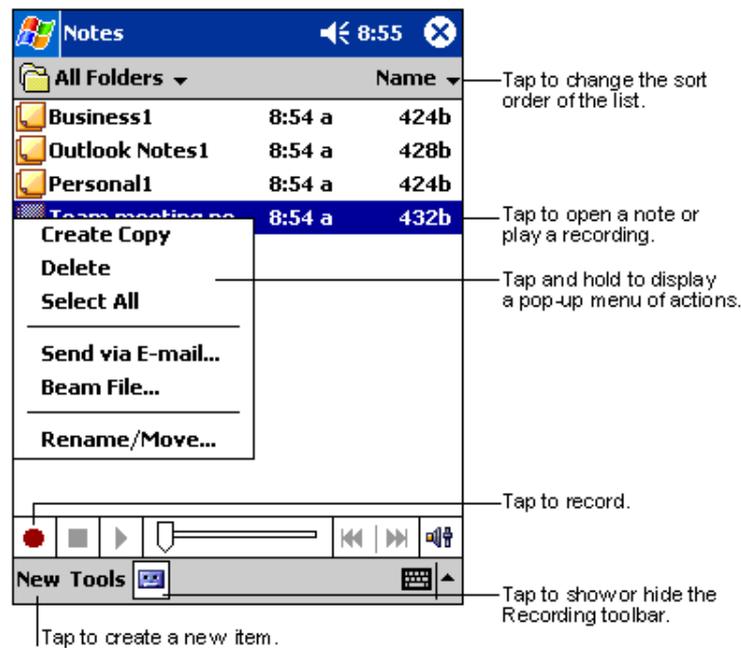
## Using the summary screen

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



# Notes: Capturing thoughts and ideas

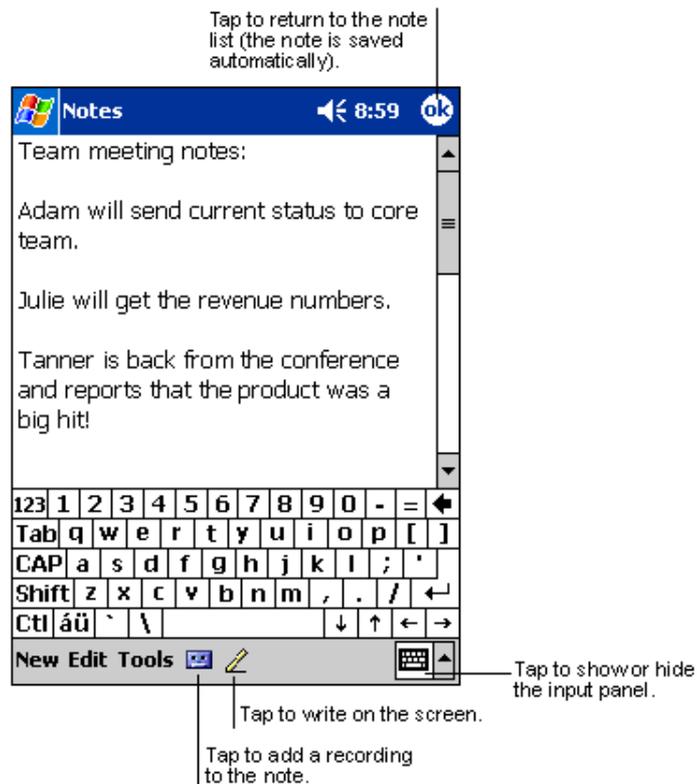
Quickly capture thoughts, reminders, ideas, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note is displayed, it will be created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



# Creating notes

## To create a note:

1. Tap , then tap **Notes**.
2. Tap **New** to display a blank note.
3. Create your note by writing, drawing, typing, or recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see Chapter 2.



# Inbox: Sending and receiving e-mail messages

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

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

## Synchronizing e-mail messages

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

### During synchronization:

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

---

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

---

## Connecting directly to an e-mail server

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

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

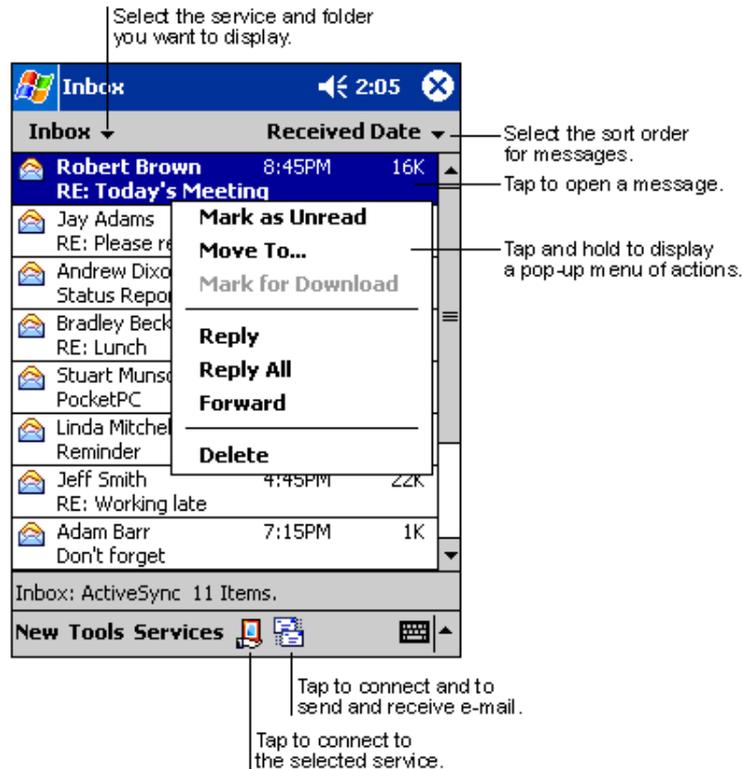
Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your desktop computer. When you delete a message on your device, it is also deleted from the e-mail server the next time you connect based on the settings you selected in ActiveSync.

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

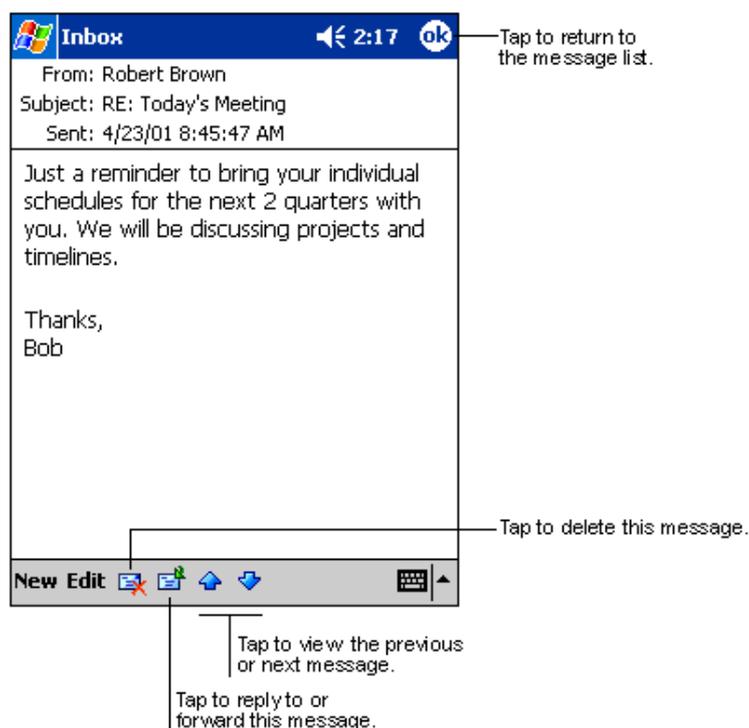
When working offline, once you have downloaded now message headers or partial messages, you can disconnect from the e-mail server and decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you have marked for retrieval and sends the messages you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

## Using the message list

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



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



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

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

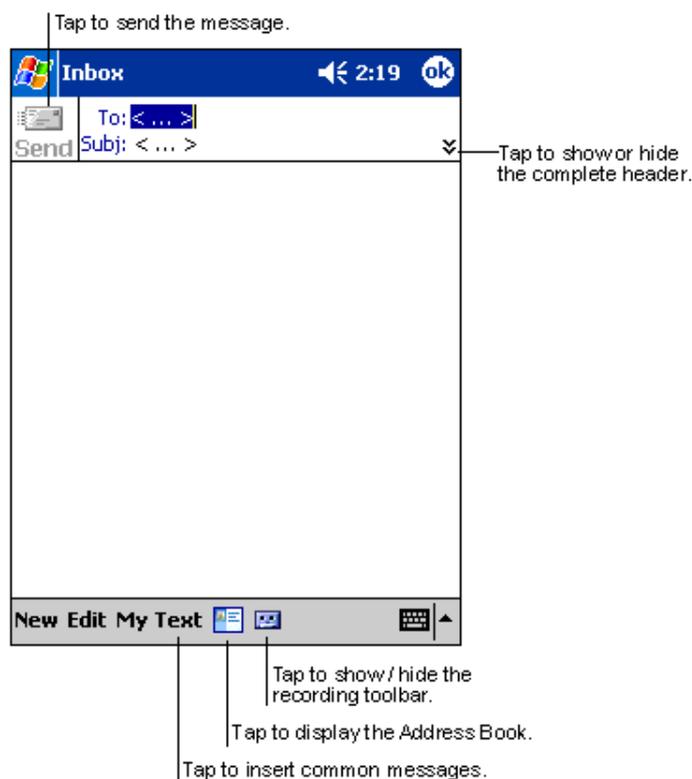
You specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time.

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

# Composing messages

## To compose a message:

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



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

## Managing e-mail messages and folders

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

- If you use ActiveSync, e-mail messages in the Inbox folder in Outlook will automatically be synchronized with your device. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read messages while away from your desktop computer.
- If you use SMS, messages are stored in the Inbox folder.
- If you use POP3 and you move e-mail messages to a folder you created, the link is broken between the messages on the 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 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 IMAP4, the folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your device or desktop computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.



# Chapter 5

## *Companion programs*

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

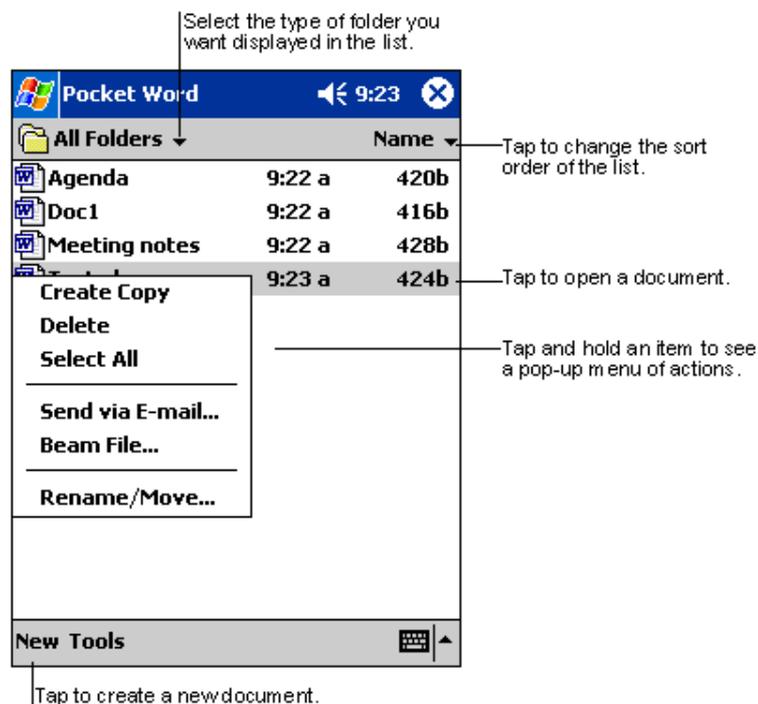
To switch to a companion program on your device, tap **Programs** on the  menu, then tap the program that you wish to open.

## Pocket Word

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

Use Pocket Word to create documents, such as letters, meeting minutes, and trip reports.

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



---

**NOTE** You can open only one Pocket Word document at a time; when you open a second document, you will be asked to save the first.

---

## Creating Pocket Word documents

### To create a new Word document:

1. Tap , tap **Programs**, tap **Pocket Word**.
2. Tap **New** to display a blank document.

If you selected a template for new documents in the **Options** dialog box, that template appears with the appropriate text and formatting already provided.

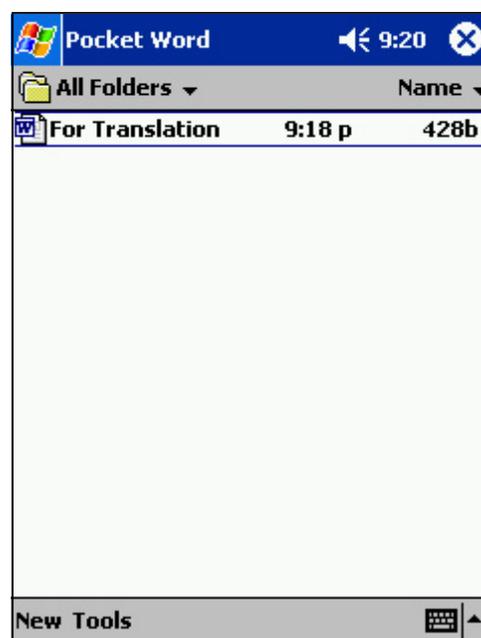
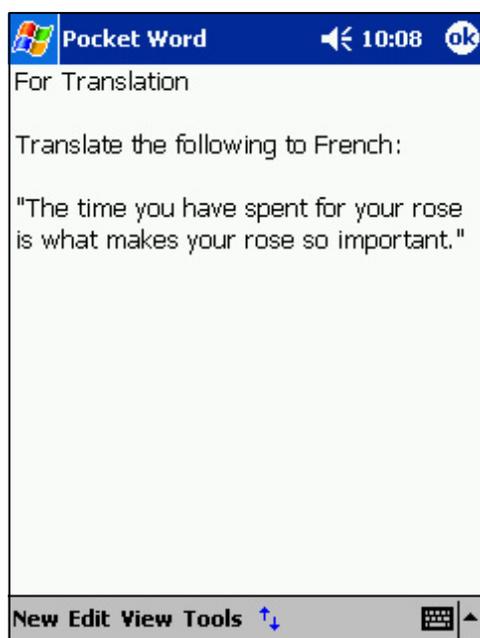


## Saving Pocket Word documents

### To save a Word document:

When you have finished editing your document, tap **OK**.

The document is saved using the first line as file name. For example, if your first line in the document has the words **For Translation**, these words appear in your Word documents list.



## To specify save options:

1. With the document open, tap **Tools**.
2. From the pop-up menu, tap **Save Document As...** to display the **Save As** screen.
3. Change the file name by simply typing a new one in the **Name** field.
4. Tap the down arrow in the **Folder** field to select a folder where you wish to place the file.



5. Tap the down arrow in the **Type** field to select a file format.  
You can save the document you create or edit in a variety of formats:
  - Word (.doc)
  - Pocket Word (.psw)
  - Rich Text Format (.rtf)
  - Plain Text (.txt)
6. Tap the down arrow in the **Location** field to indicate the location of your saved file, either in the main memory of your device, or in a storage card (SD or MMC) if available.
7. Tap **OK** when done.

---

**NOTE** If you do not wish to change the document format, but would like to change the file name, folder, and location of your document, simply tap **Edit** from the command bar, then tap **Rename/Move...** from the pop-up menu to make your changes.

---

## Modes of entering information

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

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

### To change the zoom magnification:

1. Tap **View**, then tap **Zoom**.
2. Select your desired percentage.  
Select a higher percentage to enter text and lower one to see more of your document.

## Typing Mode

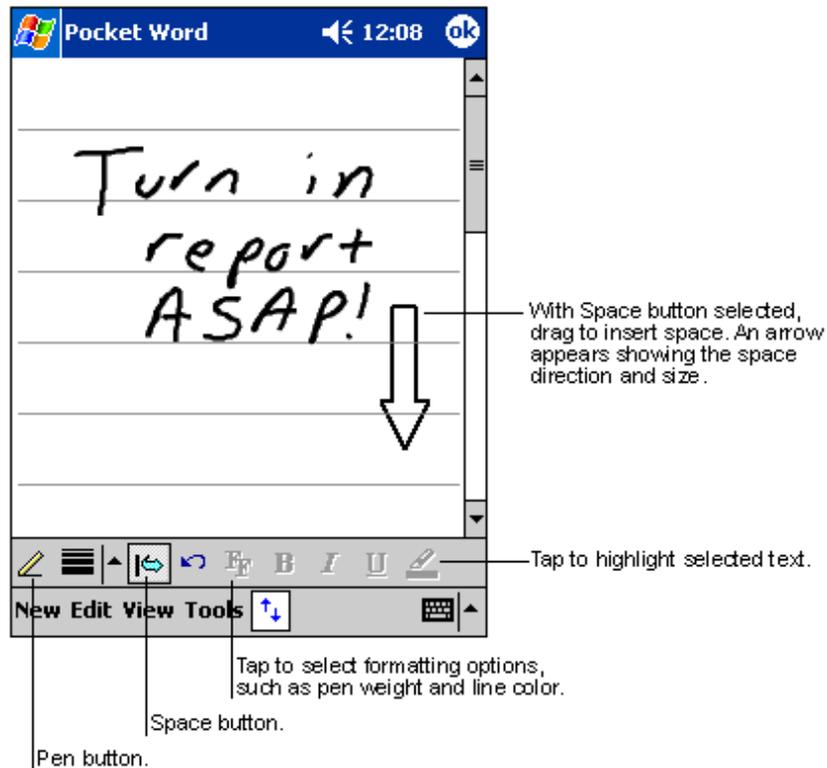
Using the input panel, enter typed text into the document. For more information on entering typed text, see Chapter 2.

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



## Writing mode

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



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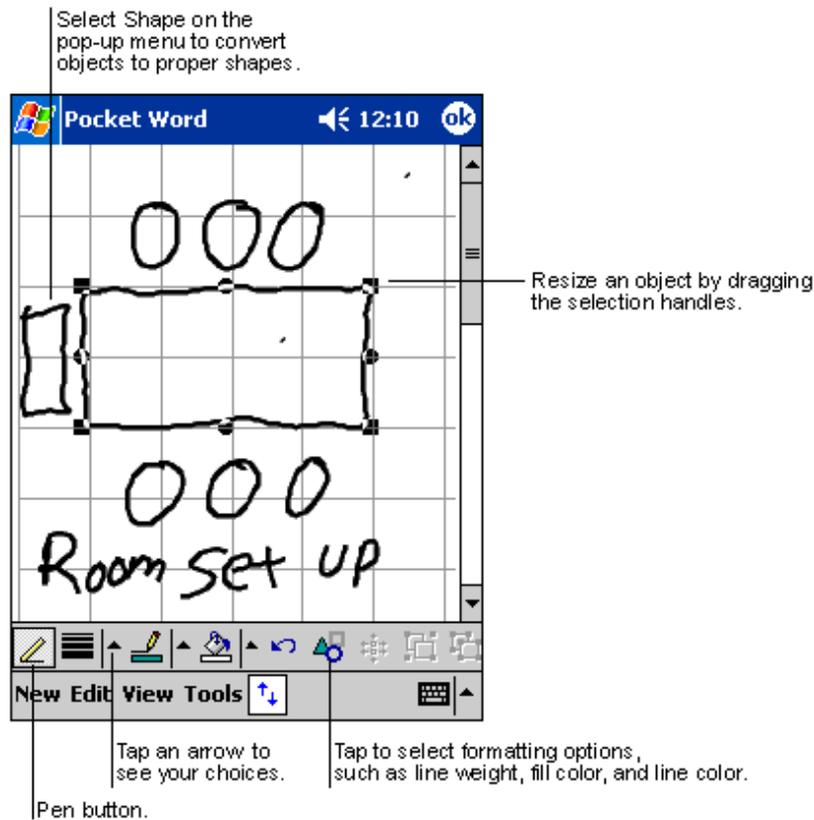
**NOTE** If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the next section.

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

---

## Drawing mode

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



## Recording mode

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

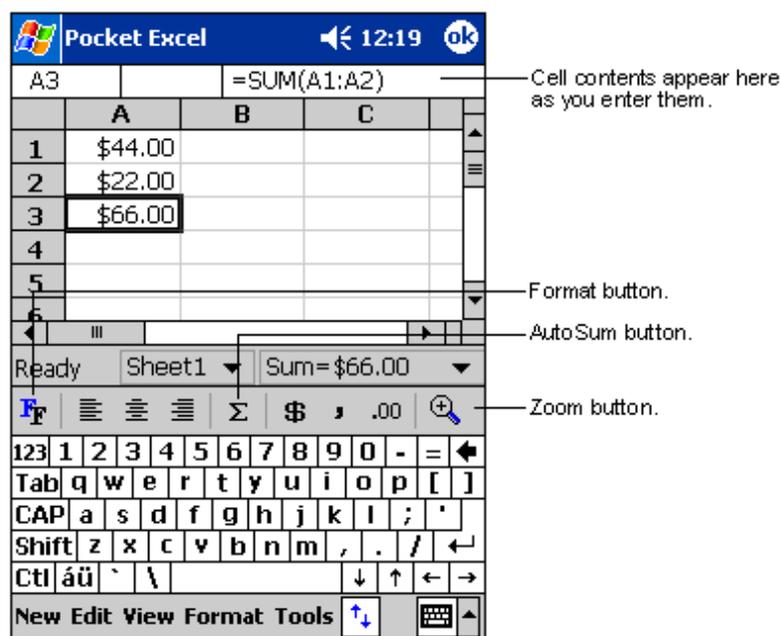
# Pocket Excel

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

Use Pocket Excel to create workbooks, such as expense reports and mileage logs.

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

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



---

**NOTE** You can open only one Pocket Excel document at a time; when you open a second document, you will be asked to save the first.

---

## Creating Pocket Excel documents

### To create a new Excel document:

1. Tap , tap **Programs**, tap **Pocket Excel**.
2. Tap **New** to display a blank document.

If you selected a template for new documents in the **Options** dialog box, that template appears with the appropriate text and formatting already provided.

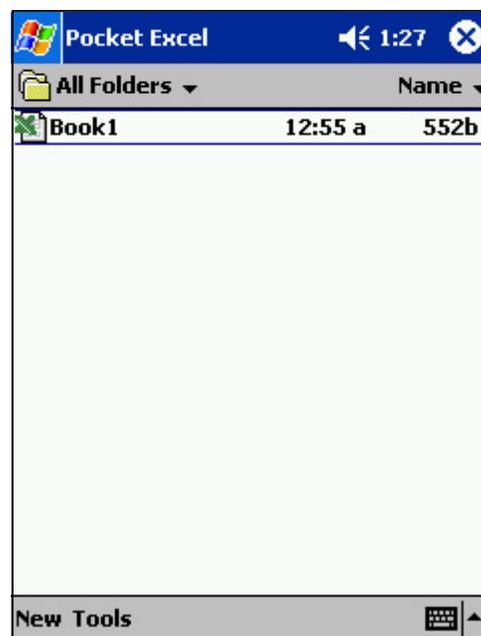
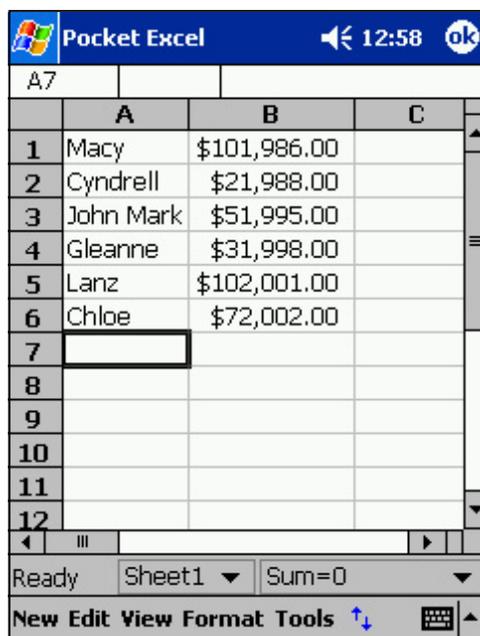


## Saving Pocket Excel documents

### To save an Excel document:

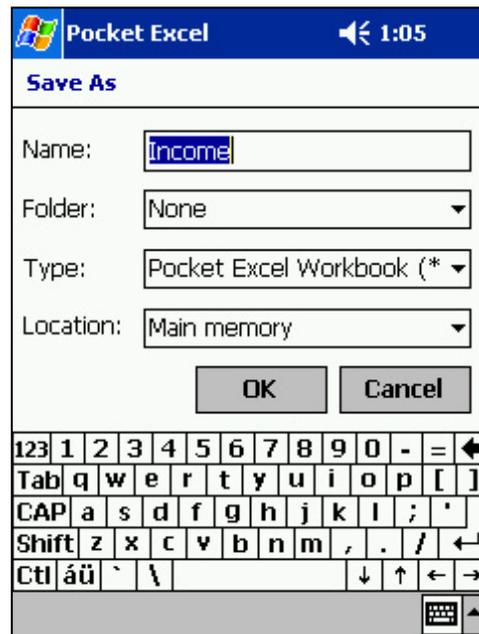
When you have finished editing your document, tap **OK**.

By default, your document is saved as **Book1** as file name. You can change the file name to one that is more descriptive of your document. See next section for saving options.



## To specify save options:

1. With the document open, tap **Tools**.
2. From the pop-up menu, tap **Save Workbook As...** to display the **Save As** screen.
3. Change the file name by simply typing a new one in the **Name** field.
4. Tap the down arrow in the **Folder** field to select a folder where you wish to place the file.



5. Tap the down arrow in the **Type** field to select a file format.  
You can save the document you create or edit in a variety of formats:
  - Pocket Excel (.pxl)
  - Excel (.xls)
6. Tap the down arrow in the **Location** field to indicate the location of your saved file, either in the main memory of your device, or in a storage card (SD or MMC) if available.
7. Tap **OK** when done.

---

**NOTE** If you do not wish to save your workbook to a different format, but would like to change the file name, folder, and location of your document, simply tap **Edit** from the command bar, then tap **Rename/Move...** from the pop-up menu to make your changes.

---

## Securing your Excel document

If your workbook contains sensitive or confidential information, you can protect it with a password.

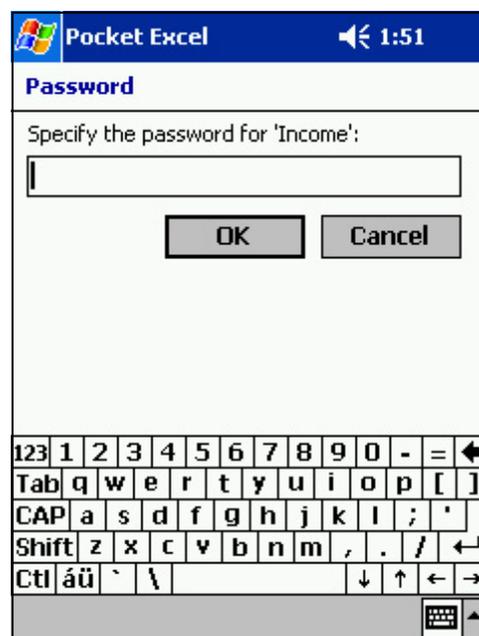
### To set a password for your workbook:

1. Open the workbook.
2. Tap **Edit** from the command bar, then tap **Password...** to display the password setting screen.
3. Type a password in the **Password** field.
4. Re-type the password in the **Verify Password** field.
5. Tap **OK** when done.



If you have set a password for your workbook, a password screen appears asking you to type your password whenever you try to open the workbook.

Type your password, then tap **OK**. If you type in a wrong password, a message appears telling you so.



---

**NOTE** DO NOT forget your password. You can not open your workbook unless you type in the correct password.

---

## Tips for working in Pocket Excel

Take note of the following when working in large worksheets in Pocket Excel:

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

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

# MSN Messenger

MSN Messenger on your device is an instant messaging program that allows you to:

- See who is online
- Send and receive instant messages
- Have instant message conversations with groups of contacts/

To use MSN Messenger, you must have a Microsoft Passport™ account or a Microsoft Exchange e-mail account. You must have a Passport to use the MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a passport. Once you have obtained either a Microsoft Passport or Microsoft Exchange account, you are ready to set up your account.

Sign up for a Microsoft Passport account at <http://www.passport.com>.

Get a free Microsoft Hotmail e-mail address at <http://www.hotmail.com>.

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

## Setting up

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

### To set up an account and sign in:

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

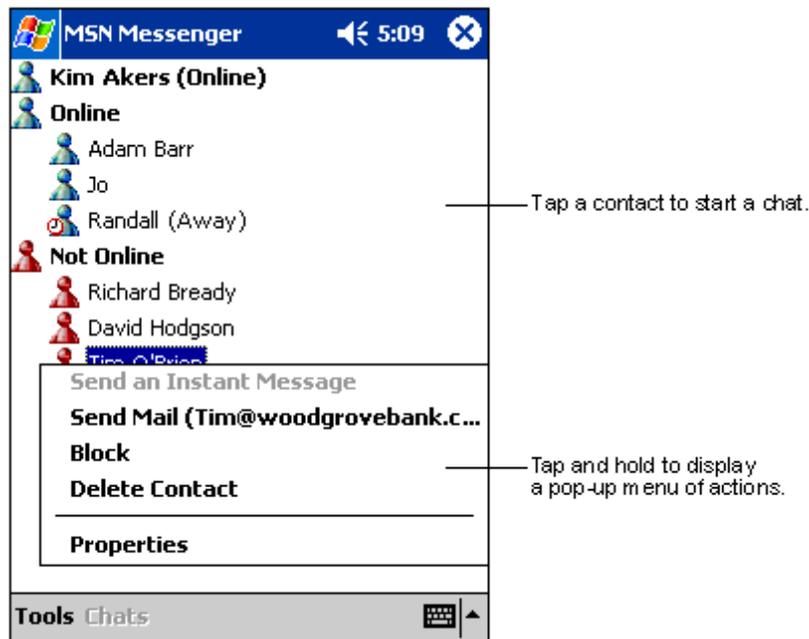
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**NOTE** If you already use MSN Messenger on your desktop computer, your contacts will show up on your device without being added again.

---

## Working with contacts

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

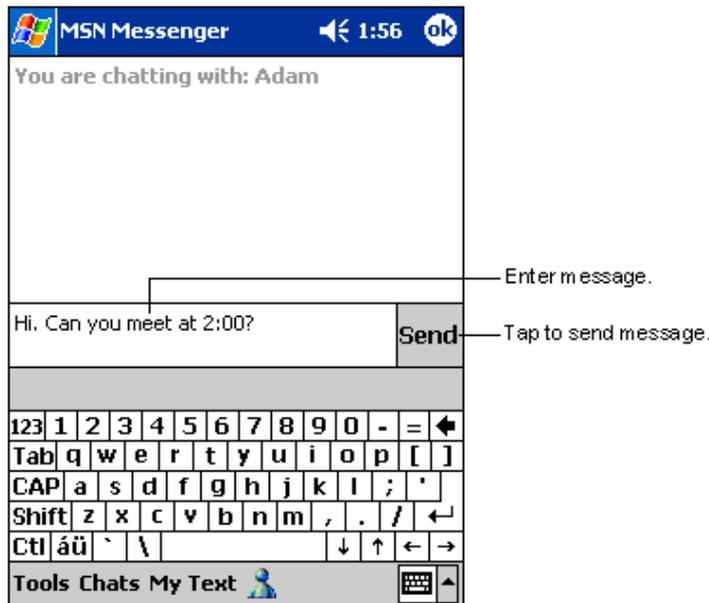


To see others online without being seen, tap **My Status** in the **Tools** menu and select **Appear Offline**.

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

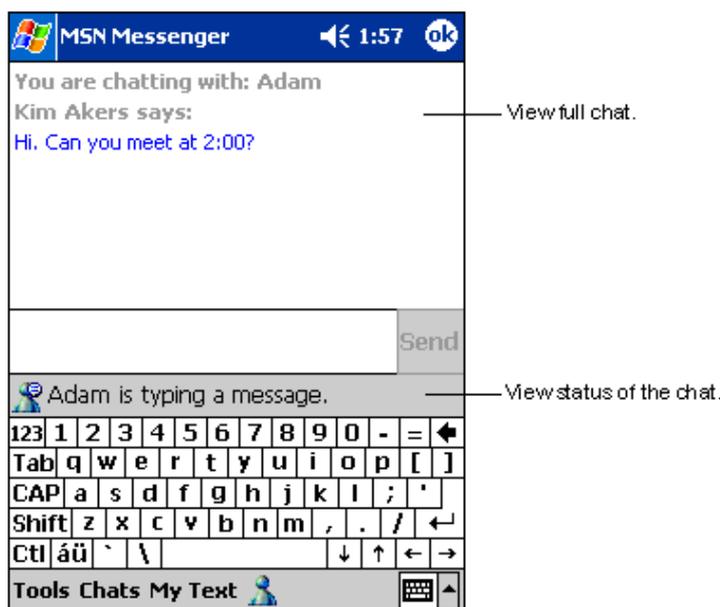
## Chatting with contacts

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



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

To know if the contact you are chatting with is responding, look for the message under the text entry area. For more information on using MSN Messenger, tap , then tap **Help**.



# Windows Media Player for Pocket PC

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



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

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

# Microsoft Reader

Use Microsoft Reader to read eBooks on your device. Download books to your desktop computer from your favorite eBook web site. Then, use ActiveSync to copy the book files to your activated device. The books appear in the Reader Library.

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

- Page through the book using the Up/Down control on your device, or by tapping the page number on each page.
- Annotate the book with highlighting, bookmarks, notes, and drawings.
- Search for text and look up definitions for words.

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

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

## Getting books on your device

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

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

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

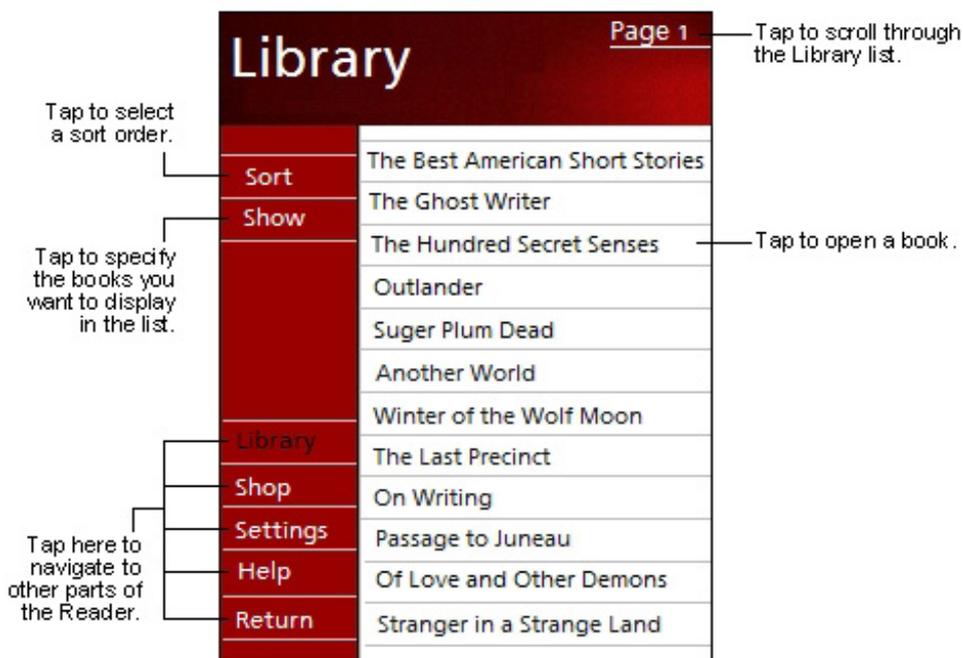
## Using the Library

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

### To open the library:

1. On the Reader command bar, tap Library.
2. On a book page, tap the book title, then tap Library on the pop-up menu.

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

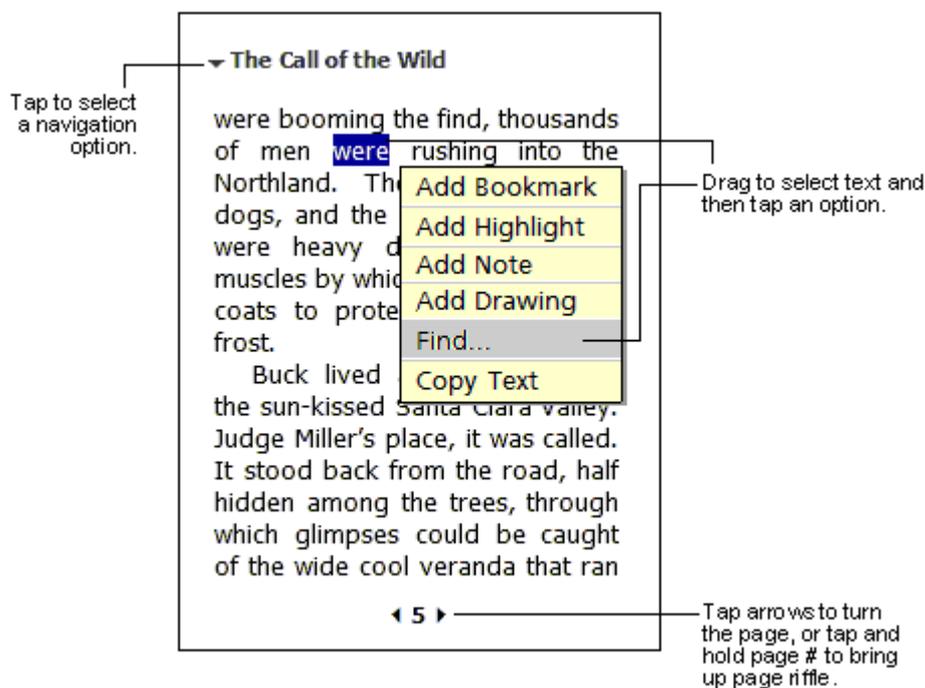


## Reading a book

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

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

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



You can also page through a book using the Up/Down control on your device.

## Using Reader features

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

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

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

---

**NOTE** To see a list of a book's annotations, including bookmarks, highlights, text notes, and drawings, tap **Annotations Index** on the book's cover page. You can tap an entry in the list to go to the annotated page.

---

## Removing a book

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

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

# Chapter 6

## *Pocket Internet Explorer*

◆	<b>Introduction .....</b>	<b>6-2</b>
◆	<b>The Mobile Favorites folder .....</b>	<b>6-2</b>
	Favorite links .....	6-2
	Mobile Favorites .....	6-2
◆	<b>Using AvantGo Channels .....</b>	<b>6-4</b>
◆	<b>Using Pocket Internet Explorer .....</b>	<b>6-5</b>
	Changing View settings .....	6-5
	Viewing mobile favorites and channels .....	6-6
	Adding/Deleting mobile favorites and folders .....	6-7
	Browsing the Internet .....	6-8

# Introduction

Use Microsoft Pocket Internet Explorer to view Web or WAP pages in any of these ways.

- During synchronization with your desktop computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites sub-folder in the Internet Explorer on the desktop computer.
- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you need to create the connection first. See Chapter 7 for information on creating a connection.

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

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

## The Mobile Favorites folder

Only items stored in the Mobile Favorites sub-folder in the Favorites folder in the Internet Explorer on your desktop computer will be synchronized with your device. This folder was created automatically when you installed ActiveSync.

### Favorite links

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

### Mobile Favorites

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

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

## To create a mobile favorite:

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

---

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

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

---

## Saving device memory

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

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

# Using AvantGo Channels

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

## To sign up for AvantGo:

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

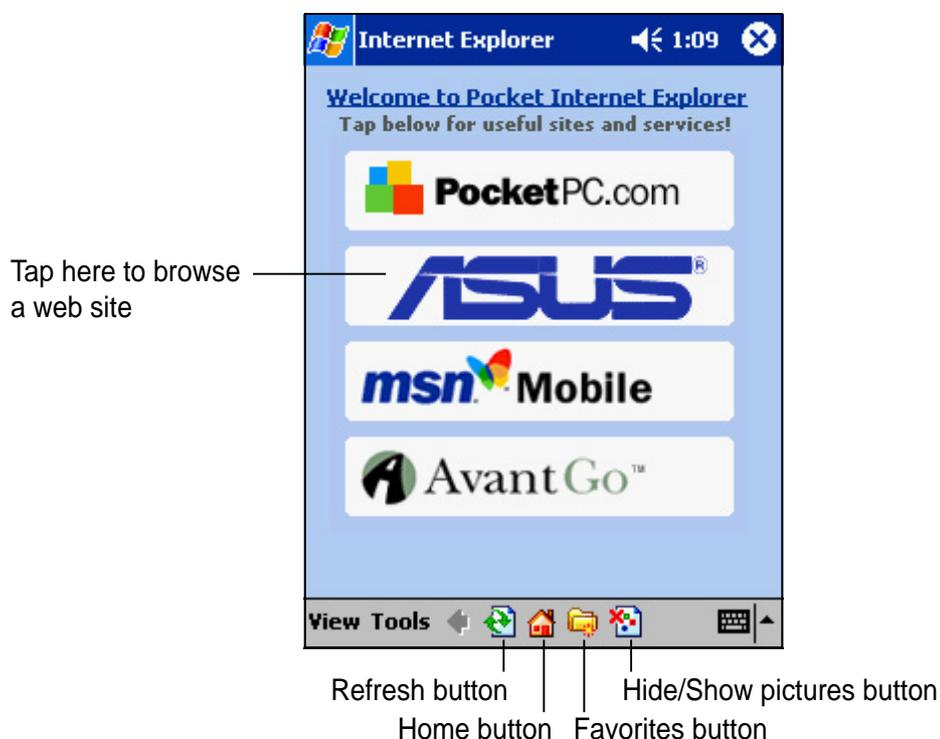
When synchronization is complete, tap the **AvantGo Channels** link in your list of favorites to see a few of the most popular channels. To add or remove channels, tap the **Add** or **Remove** link.

# Using Pocket Internet Explorer

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

To launch Pocket Internet Explorer, tap , then **Internet Explorer**. A welcome screen appears with links to some useful Web sites. Tap any of the Web site buttons to go to a specific site.

The buttons on the command bar allow you to switch between screens, customize screen display, and set Pocket Internet Explorer preferences.



## Changing View settings

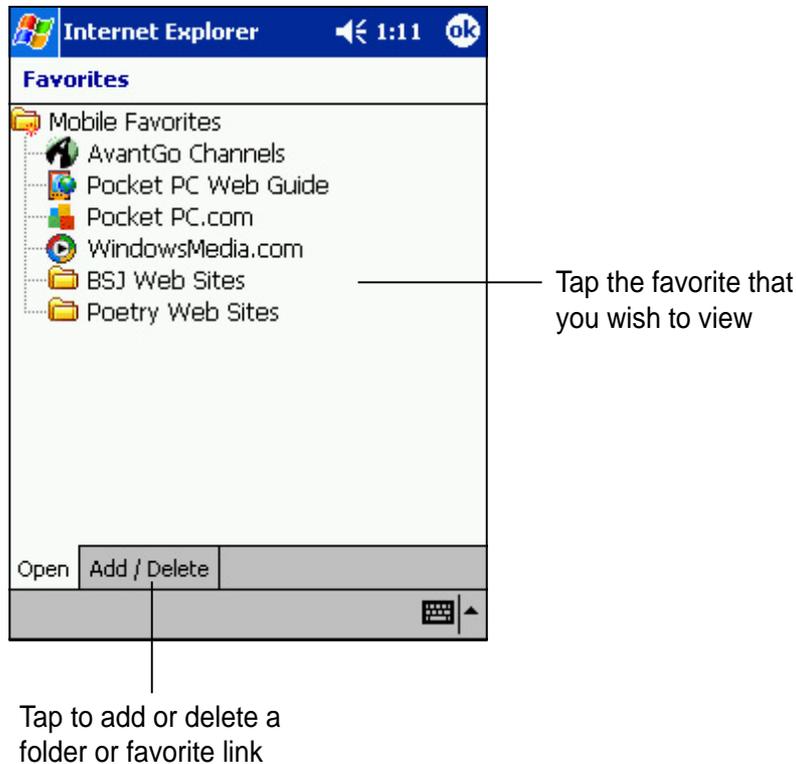
### To change View settings:

1. Tap **View** to display a pop-up menu.
2. Tap **Fit to Screen** to see all the screen items at the same time.
3. Tap **Address Bar** to display the Web site address bar.
4. Tap and hold **Text Size** to display another pop-up menu with a text size selection. Select your desired text size for the screen.

## Viewing mobile favorites and channels

### To view mobile favorites and channels:

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



2. Tap a Favorites page that you wish to view.

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

## Adding/Deleting mobile favorites and folders

### To add a favorite:

1. Tap the **Favorites** button to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Tap the **Add...** button to show the **Add Favorite** screen.
4. Type a name for the favorite that you wish to add in the **Name** field.
5. Type in the URL address in the **Address (URL)** field.
6. Select a folder to place the favorite from the **Create in:** box.
7. Tap **Add** to return to the Favorites screen, which now shows the favorite that you added.



### To delete a favorite:

1. Tap the **Favorites** button to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Select the favorite that you wish to delete, then tap **Delete**.
4. When prompted to permanently delete the favorite, tap **Yes**.



## To add a folder:

1. Tap the **Favorites** button to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Tap the **New Folder** button.
4. Type a name for the folder that you wish to create.
5. Tap **Add** to return to the Favorites screen, which now shows the folder that you added.



## To delete a folder:

1. Tap the **Favorites** button to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Select the folder that you wish to delete, then tap **Delete**.
4. When prompted to permanently delete the folder, tap **Yes**.



## Browsing the Internet

### To browse the Internet:

1. Set up a connection to your ISP or corporate network using **Connections**. See Chapter 7 for details.
2. Do one of the following to connect and start browsing:
  - Tap the **Favorites** button, then tap the favorite that you wish to view.
  - Tap **View**, then **Address Bar**. Enter the Web address that you want to visit then tap **Go**.

# Chapter 7

## *Get connected*

- ◆ **Introduction** ..... 7-2
- ◆ **Transfer items using infrared** ..... 7-3
  - Sending information ..... 7-3
  - Receiving information ..... 7-3
- ◆ **Connect to the Internet** ..... 7-3
  - Connecting through a modem ..... 7-4
  - Connecting through an Ethernet card ..... 7-5
- ◆ **Connect to work** ..... 7-6
  - Connecting through a modem ..... 7-6
  - Connecting through an Ethernet card ..... 7-7
- ◆ **End a connection** ..... 7-8
- ◆ **Connect directly to an e-mail server** ..... 7-9
- ◆ **Get help on connecting** ..... 7-9

# Introduction

You can use your device to exchange information with other mobile devices as well as your desktop computer, a network, or the Internet.

## To get connected:

- Use the infrared (IR) port on your device to send and receive files between two devices. If this is the method that you want to use, see the following section “Transfer items using infrared.”
- Connect to your Internet service provider (ISP). Once connected, you can send and receive e-mail messages using the Inbox and view Web or WAP pages using the Microsoft® Pocket Internet Explorer. The communication software for creating an ISP connection is already installed on your device. Your service provider will provide the software needed to install other services, such as paging and fax services. If this is the method that you want to use, see “Connect to an Internet Service Provider” later in this chapter.
- Connect to the network at your company or organization where you work. Once connected, you can send or receive e-mail messages using Inbox, view Web or WAP pages using the Microsoft® Pocket Internet Explorer, and synchronize with your desktop computer. If this is the method that you want to use, see “Connect to work” later in this chapter.
- Connect to your desktop computer to synchronize remotely. Once connected, you can synchronize information such as your Pocket Outlook information. If this is the method that you want to use, see ActiveSync Help on your desktop computer or Connections Help on the device.

# Transfer items using infrared

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

## Sending information

### To send information:

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

---

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

---

## Receiving information

### To receive information:

1. Align the IR ports so that they are unobstructed and within a close range.
2. Have the owner of the other device send the information to you. Your device will automatically receive it.

# Connect to the Internet

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

You can connect to the Internet in one of these ways:

- Create a modem connection. If this is the method that you want to use, see “To create a modem connection to an ISP.”
- Use an Ethernet card and a net tap to connect to a network. If this is the method that you want to use, see “To create an Ethernet connection to an ISP.”

## Connecting through a modem

### To create a modem connection to an ISP:

1. Obtain the following information from your ISP: ISP dial-up access telephone number, user name, password, and TCP/IP settings. Some ISPs require information in front of the user name, such as **MSN/username**.
2. If your device does not have a built-in modem, install a modem card, or use a NULL modem cable and appropriate adapters to connect to an external modem to your device through the serial port.
3. Tap , then tap Settings. In the Connections tab, tap Connections. Under The Internet settings, select Internet Settings and tap Modify.
4. In the Modem tab, tap New.
5. Enter a name for the connection, such as "ISP Connection."
6. In the Select a Modem list, select your modem type. If your modem type does not appear in the list, try re-inserting the modem card. If you are using an external modem that is connected to your device with a cable, select Hayes Compatible on COM1.
7. You should not need to change any settings in Advanced. Most ISPs now use a dynamically-assigned address. If the ISP you are connecting to does not use a dynamically-assigned address, tap Advanced, then tap the TCP/IP tab and enter the address. When done, tap OK and Next.
8. Enter the access phone number, and tap Next.
9. Select other desired options, and tap Finish.
10. In the Dialing Locations tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

To start the connection, simply start using one of the following programs. Your device will automatically begin connecting. Once connected, you can:

- Send and receive e-mail messages using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see “Connect directly to an e-mail server,” later in this chapter.
- Visit Web and WAP pages using Pocket Internet Explorer. For more information, see Chapter 6.
- Send and receive instant messages with MSN Messenger. For more information, see “MSN Messenger” in Chapter 5.

## Connecting through an Ethernet card

### To create an Ethernet connection to an ISP:

1. You do not need to create a new connection on your device. Instead, you must purchase and configure an Ethernet card that is compatible with your device.
2. Obtain the following information from your ISP: user name, password, and domain name.
3. Insert the Ethernet card into your device. For instructions on inserting and using the Ethernet card, see the owner’s manual for the card.
4. The first time you insert the card, Network Settings will appear automatically so that you can configure the Ethernet card. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so. Tap OK.

If it does not appear, or to change the settings later, tap , then tap Settings. In the Connections tab, tap Network, tap the adapter that you want to change, then tap Properties.

5. Connect the Ethernet card to the network using a network cable. For information, see your owner’s manual.
6. Tap , Settings, Connections tab, and Connections. From My network card connects to list, select Internet.

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

# Connect to work

If you have access to a network at work, you can send e-mail messages, view intranet pages, synchronize your device, and possibly access the Internet.

You can connect to work in one of these ways:

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

## Connecting through a modem

### To create a modem connection to a network:

1. Obtain the following information from your network administrator: dial-up access telephone number, user name, password, domain name, and TCP/IP settings.
2. If your device does not have a built-in modem, install a modem card.
3. Tap , then tap Settings. In the Connections tab, tap Connections. Under The Internet settings, select Internet Settings and tap Modify.
4. In the **Modem** tab, tap **New**.
5. Enter a name for the connection, such as “Company Connection.”
6. In the Select a Modem list, select your modem type. If your modem type does not appear in the list, try re-inserting the modem card. If you are using an external modem that is connected to your device with a cable, select **Hayes Compatible on COM1**.
7. You should not need to change any settings in **Advanced**. Most ISPs now use a dynamically-assigned address. If the ISP you are connecting to does not use a dynamically-assigned address, tap **Advanced**, then tap the **TCP/IP** tab and enter the address. When done, tap **OK** and **Next**.
8. Enter the access phone number, and tap **Next**.

9. Select other desired options, and tap **Finish**.
10. In the **Dialing Locations** tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

To start the connection, simply start using one of the following programs. Your device will automatically begin connecting. Once connected, you can:

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

## Connecting through an Ethernet card

### To create an Ethernet connection to a network:

1. You do not need to create a new connection on your device. Instead, you must purchase and configure an Ethernet card that is compatible with your device.
2. Obtain the following information from your network administrator: user name, password, and domain name.
3. Insert the Ethernet card into your device. For instructions on inserting and using the Ethernet card, see the owner’s manual for the card.
4. The first time you insert the card, **Network Settings** will appear automatically so that you can configure the Ethernet card. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so. Tap **OK**.

If it does not appear, or to change the settings later, tap , then tap **Settings**. In the **Connections** tab, tap **Network**, tap the adapter that you want to change, then tap **Properties**.

5. Connect the Ethernet card to the network using a network cable. For information, see your owner’s manual.

6. Tap , **Settings**, **Connections** tab, and **Connections**. From **My network card connects to** list, select **Work**.
7. If you want to synchronize your device, tap , then **ActiveSync**. In the **Tools** menu, tap **Options**. In the **PC** tab, select **Include PC when synchronizing remotely and connect to**, and select your computer's name. Remote synchronization with a desktop computer will work only if you have set up a partnership with that computer through **ActiveSync** and have set **ActiveSync** to allow remote connections. Other restrictions apply. For more information on synchronizing remotely, see **ActiveSync Help** on your desktop computer.

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

## End a connection

To disconnect, do one of the following:

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

# Connect directly to an e-mail server

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

---

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

---

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

## To set up an e-mail service:

- In Inbox on your device, tap Services, then New Service. Follow the instructions on the New Service wizard.

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

## Get help on connecting

See the following locations for more information:

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



# Appendix

# *Notices*

## Federal Communications Commission Statement

This device complies with FCC Rules Part 15. Operation is subject to the following two conditions:

- This device may not cause harmful interference, and
- This device must accept any interference received including interference that may cause undesired operation.

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

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

---

**WARNING!** The use of shielded cables for connection of the monitor to the graphics card is required to assure compliance with FCC regulations. Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

---

## Canadian Department of Communications Statement

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

**This class B digital apparatus complies with Canadian ICES-003.**

## UL Safety Notices

Required for UL 1459 covering telecommunications (telephone) equipment intended to be electrically connected to a telecommunication network that has an operating voltage to ground that does not exceed 200V peak, 300V peak-to-peak, and 105V rms, and installed or used in accordance with the National Electrical Code (NFPA 70).

When using the Pocket PC, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

- **Do not use** the Pocket PC near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- **Do not use** the Pocket PC during an electrical storm. There may be a remote risk of electric shock from lightning.
- **Do not use** the Pocket PC in the vicinity of a gas leak.

Required for UL 1642 covering primary (nonrechargeable) and secondary (rechargeable) lithium batteries for use as power sources in products. These batteries contain metallic lithium, or a lithium alloy, or a lithium ion, and may consist of a single electrochemical cell or two or more cells connected in series, parallel, or both, that convert chemical energy into electrical energy by an irreversible or reversible chemical reaction.

- **Do not** dispose the Pocket PC battery pack in a fire, as they may explode. Check with local codes for possible special disposal instructions to reduce the risk of injury to persons due to fire or explosion.
- **Do not** use power adapters or batteries from other devices to reduce the risk of injury to persons due to fire or explosion. Use only UL certified power adapters or batteries supplied by the manufacturer or authorized retailers.

## Replaceable batteries

If an equipment is provided with a replaceable battery and if replacement by an incorrect type could result in an explosion (e.g. with some lithium batteries), the following applies:

- if the battery is placed in an OPERATOR ACCESS AREA, there shall be a marking close to the battery or a statement in both the operating and the servicing instructions;
- if the battery is placed elsewhere in the equipment, there shall be a marking close to the battery or a statement in the servicing instructions.

The marking or statement shall include the following or similar text:

**CAUTION  
RISK OF EXPLOSION IF BATTERY IS REPLACED  
BY AN INCORRECT TYPE.  
DISPOSE OF USED BATTERIES ACCORDING  
THE INSTRUCTIONS**

*Compliance is checked by inspection.*

## Operator access with a tool

If a TOOL is necessary to gain access to an OPERATOR ACCESS AREA, either all other compartments within that area containing a hazard shall be inaccessible to the OPERATOR by the use of the same TOOL, or such compartments shall be marked to discourage OPERATOR access.

An acceptable marking for an electric shock hazard is (ISO 3864, No. 5036)

## Equipment for restricted access locations

For equipment intended only for installation in a RESTRICTED ACCESS LOCATION, the installation instructions shall contain a statement to this effect.

