

CONTENTS

CHAPTER 1 – INTRODUCTION	3
NOTICE.....	3
FEDERAL COMMUNICATIONS COMMISSION (FCC) RADIO FREQUENCY INTERFERENCE STATEMENT INFORMATION TO THE USER:	3
SAFETY TIPS	4
CHAPTER 2 - WORKING WITH YOUR PDA.....	4
USING THE AC/DC ADAPTER	4
USING BATTERIES - PDA WITH BUILT-IN MODEM.....	4
USING BATTERIES - PDA WITHOUT BUILT-IN MODEM.....	4
USING RECHARGEABLE BATTERIES	5
AAA BATTERY INSTALLATION AND REPLACEMENT	5
RESET INITIALIZATION.....	5
HOME AND WORLD TIME.....	6
SETTING DATE AND TIME	6
DAILY ALARM.....	7
SETTING DATE AND TIME FORMAT.....	7
SCREEN CONTRAST	7
AUTO-POWER OFF.....	7
SCREEN CALIBRATION	7
CHAPTER 3 – GETTING TO KNOW YOUR PDA	8
PART NAMES AND FUNCTIONS.....	8
APPLICATION BAR TOUCH MENU	8
APPLICATION BAR TOUCH MENU	8
APPLICATION TOOL BAR ICONS.....	9
SCROLLING STATUS INDICATOR.....	9
OPENING AN APPLICATION	9
THE PDA CRADLE.....	10
ROYAL GLO	10
CHAPTER 4 –  TOOLS MENU	11
USING THE ‘NEW RECORD’ FEATURE	11
FINDING RECORDS.....	12
 USING ‘SEARCH RECORD’ FUNCTION.....	12
USING ‘DELETE RECORD’ FUNCTION.....	12
CHAPTER 5 - ON-SCREEN KEYBOARD DATA ENTRY	13
USING THE ON-SCREEN VIRTUAL KEYBOARD	13
INTERNATIONAL CHARACTERS	13
NATURAL HANDWRITING INPUT	13
CHAPTER 6 – PHONE BOOK	15
FINDING PHONE RECORDS.....	15
VIEWING PHONE RECORDS.....	15
CREATING, EDITING AND DELETING CONTACT RECORDS.....	15
CHAPTER 7 - PLANNER.....	16
CALENDAR FUNCTION.....	16

SCHEDULE FUNCTION.....	17
CREATING, EDITING AND DELETING SCHEDULED RECORDS	17
ANNIVERSARY FUNCTION	17
CHAPTER 8 - TODO LIST	18
CREATING, EDITING AND DELETING TODO RECORDS	18
CHAPTER 9 – EMAIL.....	19
READING EMAIL.....	19
NEW EMAIL.....	19
EMAIL HEADING INFORMATION	19
USING EMAIL ADDRESSES STORED IN THE PHONE BOOK	20
TO REPLY OR FORWARD EMAIL.....	20
SEARCHING FOR E-MAIL	20
DELETE E-MAIL	21
SENDING AND RECEIVING EMAIL.....	21
<i>PDA WITHOUT A MODEM</i>	21
<i>PDA WITH A MODEM</i>	21
USING ROYALNET.....	21
SENDING AND RECEIVING EMAIL WITH ROYALNET	21
USING ANOTHER POP3 INTERNET SERVICE PROVIDER (ISP).....	21
CONNECTING TO AN ISP OTHER THAN ROYALNET	21
SENDING EMAIL USING AN ISP OTHER THAN ROYALNET	22
RECEIVING EMAIL USING AN ISP OTHER THAN ROYALNET	22
CHAPTER 10 - CALCULATOR.....	23
METRIC CONVERSION	23
CURRENCY CONVERSION	23
CHAPTER 11- MENU FUNCTIONS	24
MENU	24
CONTENT.....	24
SKETCH.....	24
FINANCE.....	24
MEMO (NOTE BOOK).....	24
MEMORY	ERROR! BOOKMARK NOT DEFINED.
PC SYNCHRONIZATION	25
SYSTEM SETUP	26
ASSIGNING A PASSWORD.....	26
APPENDICES.....	27
A. UNDERSTANDING EMAIL	27
B. CONFIGURING FOR ROYALNET EMAIL	27
C. CONFIGUREING EMAIL SETTINGS FOR OTHER ISP.....	27
B. PDA FOLDABLE KEYBOARD INSTRUCTIONS	29

CHAPTER 1 – INTRODUCTION

Thank you for purchasing this PDA. Please read this manual carefully to become familiarized with your PDA's many features and to ensure years of reliable operation.

NOTICE

We assume no responsibility for any damage or loss resulting from the use of this manual.

We strongly recommend that separate, permanent printed records be kept of all data. Under certain circumstances, such as exposure to an electrostatic discharge, data may be lost or altered, or the unit may become inoperative until reset. Therefore, we assume no responsibility for data lost or otherwise rendered unusable, whether as a result of improper use, repair, battery replacement, or use after the specified battery life has expired from similar causes.

We assume no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and all of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.

This product was not designed to bend or survive extreme pressure or temperatures. Do not carry it in your trouser or pants pockets. When in a bag or briefcase, make sure that it is stationary and well padded and protected. Do not leave or store the PDA in environments where temperature ranges can be extreme.

To provide a longer product life, a flip-top cover is provided with the PDA. This should prevent scratches to the display. Do not apply harsh chemicals or water to the display.

The information provided in this manual is subject to change without notice.

FEDERAL COMMUNICATIONS COMMISSION (FCC) RADIO FREQUENCY INTERFERENCE STATEMENT INFORMATION TO THE USER:

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

Warning: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: 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 the instructions, may cause harmful interference to radio communications.

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

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

Notes: Shielded cables must be used with this unit to ensure compliance with the Class B FCC limits.

The Responsible party information:

Royal Consumer Information Products, Inc. – 379 Campus Drive, 2nd Floor, Somerset, NJ 08875, USA

TEL: 732-627-9977

IN CANADA:

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set forth in the radio interference regulations of the Canadian Department of Communications.

AU CANADA:

Cet appareil digital respecte les normes de la Classe B pour les émissions de fréquences radio telles qu'indiquées dans la loi sur les interférences radio et mises en application par le département canadien des communications.

SAFETY TIPS

- Be careful not to scratch the touch screen. Use only the supplied stylus or other plastic-tipped pens designed for a touch-sensitive screen. Never use an actual pen or pencil, fingernails or other sharp objects on the surface of the touch screen.
- The PDA should be protected from rain and moisture. Treat the PDA as you would other electronic devices.
- Do not drop your PDA or subject it to strong impacts.
- Protect your PDA from extreme temperatures.
- The touch screen can be cleaned with a soft cloth lightly moistened with a window cleaning solution. Commercial cleaners are sold separately.
- You can use screen protectors to prolong the life of the touch screen.

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CHAPTER 2 - WORKING WITH YOUR PDA

USING THE AC/DC ADAPTER

Your new Royal PDA is equipped with a rich feature set and large memory for storing data. As with all PDA's, which offer this level of performance and large data storage capability, the power demands are greater than traditional entry-level PDA's or organizers. For this reason, Royal includes an AC adapter accessory, which can be the primary power source for your Royal PDA.

Note: Always turn the PDA off before unplugging or plugging in the AC/DC adapter.

USING BATTERIES - PDA WITH BUILT-IN MODEM

Royal's PDA with a built-in modem comes standard with a sealed rechargeable battery. When this PDA is being used for the first time you must fully charge the batteries by plugging in the AC adapter for a minimum of 5 hours before using the PDA.

USING BATTERIES - PDA WITHOUT BUILT-IN MODEM

Royal's PDA without the built-in modem can run on (2) AAA alkaline batteries. Battery life will vary depending on usage. Additionally, Royal offers a rechargeable battery pack accessory for the unit. We strongly suggest you consider purchasing the Royal rechargeable battery pack from your retailer or by contacting Royal directly at 888-261-4555.

Using Rechargeable Batteries

Your Royal PDA unit without built-in modem can only use the Royal rechargeable battery pack that is sold separately. This battery pack is a sealed, self-contained cartridge. This cartridge replaces the AAA alkaline cartridge which is factory-installed in your PDA. To use the Royal rechargeable battery pack, remove the AAA alkaline cartridge and replace it with the Royal rechargeable cartridge.

Before using the rechargeable battery pack for the first time, you must fully charge the batteries. Please see the instructions that come with the Royal rechargeable battery pack for charging requirements.

Before using the rechargeable battery cartridge for the first time, you must charge it for 5 hours..

Note: The unit will not charge any other battery.

AAA Battery Installation And Replacement

To insure the maximum protection of data stored in the PDA, we recommend the following procedure be followed when replacing the AAA batteries.

1. Turn the PDA off.
2. Plug in the AC adapter to maintain data during battery replacement.
3. Remove the battery cover, located on the back of the unit, by pressing the hinge down and pulling the battery cover open.
3. Insert the two new AAA batteries, following the signs inside the battery cartridge compartment.
4. Carefully place the battery cover in its place and press the cover gently into its location until cover is locked in position

Note: Always turn the PDA off before unplugging or plugging in the AC/DC adapter.

DO NOT APPLY UNNECESSARY FORCE WHEN REMOVING OR REPLACING THE BATTERY COVER. THE COVER SHOULD EASILY FIT INTO ITS PLACE IN THE BACK OF THE UNIT.

Note: Do not try to operate or synchronize the PDA with a low battery; this data can be corrupted or lost.

Note: Battery voltages are constantly monitored. A low battery warning message will show when the power level gets too low. Replace the AAA batteries or recharge the rechargeable batteries when this message is displayed.

The data that has been synchronized to the computer can be restored to the PDA by synchronizing again. For detailed software use instructions, see the "Instruction Files" provided with the synchronization software.

RESET INITIALIZATION

1. Insert the writing end of the stylus into the reset opening on the backside of the unit.
2. The PDA calibration screen is displayed.



Carefully tap the dot at the tip of each arrow located in the top left and bottom right corner without touching any other part of the screen.

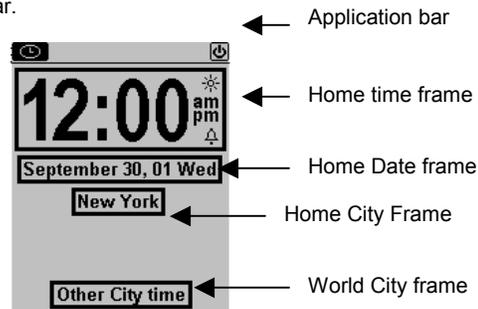
3. Following the calibration screen, the language selection screen will be displayed.
4. Select the desired language and touch OK.
5. Tap **YES** to clear all data (this is necessary when using the PDA for the first time or when all memory must be cleared) or tap **NO** to keep data.

NOTE: TAPPING "YES" AFTER RESET WILL CLEAR THE MEMORY OF ALL DATA AND SETTINGS.

When the language selection is complete, the display switches to the clock screen.

HOME AND WORLD TIME

This screen is used to select and set the Home Time and World City. Display this screen at anytime by tapping  on the application bar.



Note: The upper half of the display indicates Home Time. The lower half can be set to display the time in another city of your choosing.

SETTING DATE AND TIME

Tap the date, time or city frames to change that information shown.

Editing time

1. Tap DST icon  to turn Daylight Savings on or off.
2. Tap the Home time frame for the time selection view.
3. Select the desired hour and minute from the lists. If in 12-hour clock mode, tap **AM** or **PM** as preferred. In the minute field, tap the up or down arrows for one-minute increments.
4. Verify that the time at the upper part of the display shows the desired time.
5. Tap  to confirm.

Editing Date

1. Tap the Home date frame for the date selection view.
2. Change the year by tapping on the right or left arrows next to the year.
3. Select the desired month and date from the provided lists.
4. Tap  to confirm.

Selecting Home City

To select a country and city for Home Time:

1. Tap on the city name frame, which is preset at **New York U.S.A.**, to enter the Country and City list selection.

2. Use the up/down touch arrows on the scroll bar to scroll through the country and city list. Tap the City tab on the upper right to sort world cities alphabetically. Tap the Country tab on the upper left to sort the Countries alphabetically.
3. Tap the selected city in the list to make it the city showing in the Home Time.
4. Tap  to confirm.

Setting World City

1. Tap the world city frame "**Other city time**".
2. Follow the same procedure used for selecting home city to select a world city.

DAILY ALARM

To set the daily alarm:

1. Tap the bell icon  on the time menu for the daily alarm screen.
2. Touch the time frame.
3. Select the alarm time as in **Editing Time** above.
4. Tap the **On/ Off icon** ((•)) to activate/deactivate the alarm time.
(A bell is displayed beside the time when alarm is on.)

When the alarm is set to "On" it will sound if the PDA is off or on. When home time reaches the time set for the daily alarm, the alarm tone will beep for 1 minute and the alarm reminder screen will come up. Tap anywhere on the screen to stop the sound.

SETTING DATE AND TIME FORMAT

1. Tap *Menu icon*, **System Setup, Date / Time format**.
2. Tap the frame showing the desired date format and Time format.
MM/DD/YYYY
DD/MM/YYYY
YYYY/MM/DD

24 hour clock
12 hour clock
3. Tap  to confirm.

SCREEN CONTRAST

1. Tap the Menu icon, System Setup and click Screen Contrast.
2. Slide the control to the desired contrast.
3. Click  to confirm.

AUTO-POWER OFF

1. Tap **Menu icon, System Setup and then Auto-power off**.
2. Tap the desired number of minutes that the unit should remain on at idle before automatically turning off. Then tap .

Note. If "Never" is chosen, the unit will not power off automatically but it will enter the desktop clock function automatically when it is idle in any other application for over 5 minutes. This setting is useful if you are using your PDA at your desk and have the PDA running under AC power.

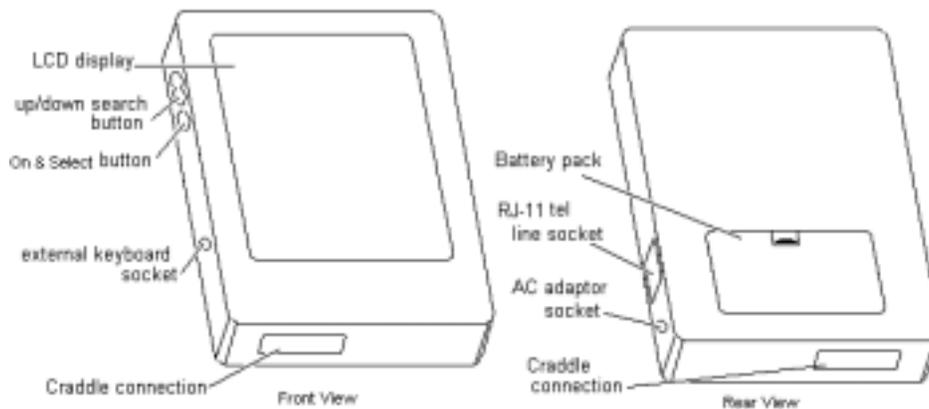
SCREEN CALIBRATION

You can, and should, recalibrate the screen any time you feel that the PDA is not responding correctly to the selections you are making with your stylus.

1. Tap the menu icon, System Setup, Calibration.
2. Tap the dot at the tip of each arrow located in the top left and bottom right corner.
3. The unit has been recalibrated.

CHAPTER 3 – GETTING TO KNOW YOUR PDA

PART NAMES AND FUNCTIONS



APPLICATION BAR TOUCH MENU

The PDA has a variety of built-in applications that can be instantly selected by using the stylus to tap the application icon on the touch menu at the top of the screen.



phone

Phone book is a database of contact information, including name, address, phone numbers, etc. Information of each person will be stored as a record. Phone records can be grouped into Business or Personal categories for easy access.



to do

ToDo is used to store a list of tasks, recorded by description, priority and deadline of the task. ToDo tasks can be grouped into Business and Personal categories.



planner

Calendar allows you to plan your scheduled activities with appointments, anniversaries, and ToDo tasks with the flexibility of planning with reference to monthly calendars and daily times.



Email inbox can be used to create, send and receive emails.



calc

Calculator is a full function 12-digit calculator with currency and metric conversion features.



Clock checks the time and date at home and other world cities with one tap. Set up a daily alarm and use the PDA as a desk clock when the PDA is in its cradle using the AC/DC power adapter.



menu

Menu displays the above functions and additional functions that can be selected by tapping the icon that represents that function. Additional functions include: Content, Sketch, System Setup, Finance, Matching Game and PC Synchronization. See Chapter 11 for use of these additional functions.

OFF Touch this icon to turn the PDA off.

APPLICATION TOOL BAR ICONS

This bar is displayed just below the Application icon bar. These control touch keys can be shown in each application:

App This far left symbol specifies which application is currently active. Tap it to turn the backlight on/off for low light or night viewing.

Battery Located to the right of the application symbol you will see the battery indicator. This indicates the remaining power level of the battery.

-  - Escape – to return to the last operation.
-  - Change display font size – toggle among small/medium/large font sizes.
-  - Input new record – to enter editing state for the operating function.
-  - Category of data on display.
-  - Search record – to enter searching parameter for record search.
-  - Function toolbox – to access available tools for operating function.
-  - Enter/Save – to confirm the inputted record or parameter.
-  - Server is not connected – tap to connect to server.
-  - Server is connected – tap to disconnect from server.
-  - 2-month calendar – Tap to toggle between monthly, weekly and daily calendar view.
-  - Weekly calendar view.
-  - Daily timeline view.
-  - Boldface – to change highlighted characters to bold face.
-  - Italic – to change highlighted characters to italic.
-  - Underline – to change highlighted characters to underline.
-  - Cut – to cut out the highlighted characters.
-  - Copy – to copy the highlighted characters.
-  - Paste – to paste the cut out characters at the cursor position.

SCROLLING STATUS INDICATOR

If the scrolling bar appears to the right side of the screen, it indicates there is more to see in the direction of the arrow. To see the hidden area, use the stylus and tap the **up/down** double arrows on the scroll bar to move the screen a page at a time or press the **up/down single arrows** to move the screen information one line at a time.

OPENING AN APPLICATION

To open an application, tap its corresponding icon on the application bar Touch Menu at the top of the screen or from the Menu screen. The application selected will open showing the list of records stored for that application. Each application has a List view, Edit view and Data view mode.

List View Mode

Whenever an application icon is tapped the records index list will be shown. The index shows each record in list format. The exception to this is the Calendar function when it is displayed in a month view.

Edit View Mode

After highlighting a record in List View Mode or viewing a record in Data View Mode, tapping **Tools**, **New Record**, or **Tools, Edit Record** puts the screen in Edit view mode. The on-screen keyboard will appear enabling data entry and editing.

Data View Mode

Tap a listed record to switch to the record data view screen showing the details of the selected record.

THE PDA CRADLE

The PDA cradle is designed to hold the PDA at a comfortable viewing angle on your desktop and to provide a connection to your PC. To place the PDA into its cradle, remove the rubber cover at the bottom of the PDA and slide the PDA down into the cradle.

NOTE: Pay special attention to properly fitting the sync connector of the PDA to the cradle connector.

For more information about using the cradle for PC synchronization, see Chapter 12: MENU and go to section PC SYNCHRONIZATION.

ROYAL GLO

To turn on the Royal Glo backlight for low light or night viewing conditions, press the status application symbol located on the top left side of the screen.

Royal Glo will turn off automatically after 10 seconds.

CHAPTER 4 – TOOLS MENU

When in the List View mode for Phone, ToDo, Planner, Notes or the Anniversary applications, tap this option for the Tools menu. The Tools menu includes:

New record
Edit record
Search record
Delete record

USING THE 'NEW RECORD' FEATURE

The 'New Record' feature puts the application selected into Edit View mode, which allows you to create a new entry.

Creating a New Record:

Select the application for the new record by tapping its icon.

1. Tap the **New record** icon .
2. A cursor is displayed in the first data field of your selected application. Use the on-screen virtual keyboard, handwriting area or the optional external folding keyboard to enter data and to navigate between fields until all record information is complete.
3. Note that the field name (e.g., Last Name, First Name, Company, etc.) will disappear when the first character is inserted into the field. Use the directional arrows to navigate between and within the fields or tap the desired field with the stylus.
4. Tap  to save the record.

USING 'EDIT RECORD' FEATURE

To modify an existing record, use the Edit feature.

Editing a Record:

1. Select the desired application. You will be in List mode.
2. Tap on the specific record you wish to edit and then tap **Tools, Edit record**.
3. Make appropriate changes to the record.
4. Tap **ok** to save the information.

Saving Changes

Tap  to save the changes to the record.

If any other application is tapped, the unit will prompt "**Quit? OK, Cancel**". Tap **Cancel** to return to the Record Edit mode, then tap **OK** to save the changes.

Insert Mode - Use the stylus to tap and locate the cursor at the insert location. Characters will be entered and displayed to the left of the blinking cursor.

Font Format - The PDA comes with 3 font options: bold, italic and underline   . You can select them when in the Edit mode. You can also increase or decrease the size of the fonts.

The Cut and Paste Functions

The PDA comes with Copy, Cut and Paste functions that are available in the Edit mode so you can easily make changes in your entry.

1. Highlight the desired text by dragging your stylus over the text. Tap Copy .
2. Tap Cut  if you want to copy and delete the highlighted text.
3. Move your cursor to the location to paste the copied text by tapping that location.
4. Tap the Paste icon .

FINDING RECORDS

There are several ways to find records in the applications. They are as follows:

- Press the **Up/Down** arrows on the scroll bar to scroll through a long list.
- Press the **Up/Down double arrows** to scroll each page of the list at a time.
- Tap  on the application menu to select the **Business** or **Personal** category to be viewed. Tap **Business** to see records stored under the Business category. Tap **Personal** to see records stored under the Personal category. Tap **All** to see records stored under both categories.
- Use the search option in the **Tools** menu.

USING 'SEARCH RECORD' FUNCTION

Select this function when looking for a specific record. The fields to be searched are different depending on which application is searched.

To use the Search option:

1. Tap  to start **Search record**.
2. Enter the desired text for the search.
3. Enter start and stop date if required.
4. Tap . A list of records is displayed that match the search text.
5. Tap the desired record in the Search Result list.

USING 'DELETE RECORD' FUNCTION

Once a record has been highlighted in the Applications List mode, or in the Records View mode, you can delete it from memory.

To Delete a Record in the List Mode:

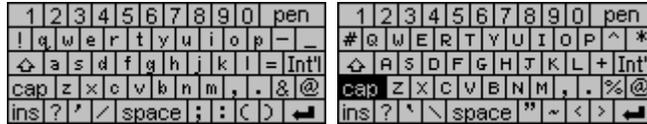
1. Select the List mode for the desired application.
2. Tap on the record you wish to delete.
3. Tap **Tools, Delete record**.
4. The PDA will prompt, "**Delete? YES, NO**".
5. Tap **YES** if you wish to delete the record, tap **NO** if you wish to cancel the deletion.

CHAPTER 5 - ON-SCREEN KEYBOARD DATA ENTRY

You can use the virtual on-screen keyboard, natural handwriting input or the optional PDA external folding keyboard for data entry. For more information about data entry using the external folding keyboard – see Appendix.

USING THE ON-SCREEN VIRTUAL KEYBOARD

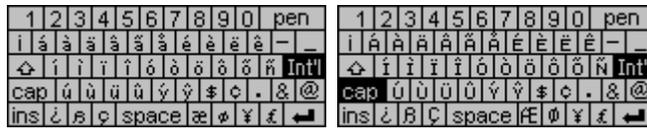
When entering the Edit mode of any application the virtual keyboard will automatically appear on the bottom of the touch-sensitive screen ready for instantaneous input. Tap the character keys to input each character.



CAP (caps lock), ↑ (shift key), INS (insert), ← (back space), Return symbol (return key) work the same as a PC keyboard.

INTERNATIONAL CHARACTERS

1. Touch the **Int'** key on the on-screen virtual keyboard to activate the international character keyboard.
2. Touch the **Int'** key again to return to the normal character keyboard.



NATURAL HANDWRITING INPUT

This PDA includes handwriting recognition. Tap the Pen key on the virtual keyboard to show the handwriting template.

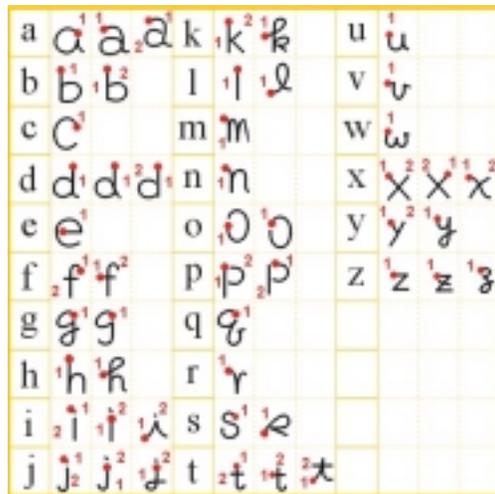


The writing strokes are designed to closely resemble natural handwriting. This makes it easy to learn and remember. Writing characters in the left area (ABC) will result in upper case (CAPITAL) letters. Using the same natural handwriting strokes on the right area (abc) will result in lower case letters. This means you do not have to learn separate ways to write upper and lower case letters. The handwriting reference guides are shown on the following pages.

Writing Alphabet Characters

1. Tap where you want to insert your text. The cursor blinks at the insertion point.
2. Use the Reference Guide to find the stroke shape for the character you wish to enter.
3. Place your stylus inside the writing area (left side for capitol characters and right side for lower case characters).
4. Based on the reference guide, start your stroke at the heavy dot and draw the stroke as it appears on the table. (The dot only indicates the starting point of the stroke, don't draw it).
5. Lift the stylus from the screen at the end of the stroke shape.
6. If there is more than one stroke per character don't hesitate between strokes.

When you finish a character the unit recognizes the character and the character is displayed at the insertion point of the screen. You can then begin the writing stroke for the next character.



CHAPTER 6 – PHONE BOOK



phone

Tap this icon to activate the Phone List. The Phone List shows the list of last names and home phone numbers, sorted alphabetically according to the last name stored in the record's name field.

To view the Phone List sorted by company name, tap **'Name'** at the top left of the display list. The list changes to show **"Company"** names and business phone number. Tap **"Company"** to return to the last name list.

FINDING PHONE RECORDS

In addition to the steps shown in finding records, Phone List adds the following functions to help find records.

- Tap the alphabet tabs on the bottom of the list to quickly move to the beginning of that group of letters.

VIEWING PHONE RECORDS

Switch from the Phone List view to see the details of an individual record:

1. Tap the corresponding record in the list.



Record detail view

(A phonebook record can consist of any or all of the following: Last Name, First Name, Company, Title, Home, Work, Fax, Mobile, Pager, Email/Web Address, Address, City, State, Zip, Note)

2. Touch the **Up/Down** arrows on the scroll bar to see more fields.
3. To go back to the List view, touch

CREATING, EDITING AND DELETING CONTACT RECORDS

Add a new record

1. Tap the new record icon
2. The cursor and virtual keyboard are ready for you to start entering characters in the last name field.

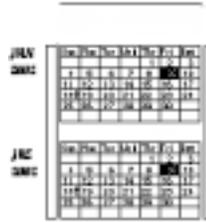
Note: As soon as you touch the field to position the cursor, the field name disappears leaving the icon at the beginning of the line. Use the stylus to select a new input location. Use the **Up/Down** scroll bar arrows to view additional lines one line at a time. Tap the **Return** key if more than one line of text is required.

3. Tap the category icon to assign the record to the business or personal category.
4. Tap to save the information and return to the List mode.

CHAPTER 7 - PLANNER



Tap this icon to select the Planner mode. Planner has four functions: Calendar, Schedule, Anniversary and ToDo.



CALENDAR FUNCTION

The Calendar function is used to view 2 months of Schedules, Anniversary and ToDo activities. Icons next to a specific date indicate the type of events specified for that date:

- A dot on the upper right of a date indicates an existing morning schedule event for that date. A dot on the lower right of a date indicates an existing afternoon schedule event for that date.
- A bar on the right of a date indicates an existing anniversary event for that date.
- An underscore on the date indicates an existing ToDo event for that date.

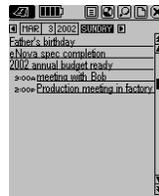
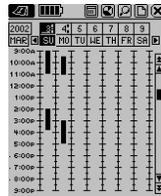
Finding the Desired Date in the Calendar

- Tap the single **Up/Down** arrows on the scroll bar to navigate one month at a time.
- Tap the double **Page up/Page down** arrows to scroll two months at a time.
- To view details of appointments, ToDo or anniversary items for the date indicated, tap that date. Then Tap any listed event to view its details.

The day's records will be listed in the following order:

1. Anniversary
2. ToDo
3. Appointment records with time specified

Tap ,  and  to toggle between weekly, monthly and daily views as shown below:



Tools Options in Calendar

You can add a planner record using the **Tools** menu in the Planner. Tap the desired type of record.

Add appointment
Add ToDo Task
Add anniversary
Edit highlighted record
Delete highlighted record

SCHEDULE FUNCTION

Schedule shows a list of appointments, ToDo's and anniversary for that date. Tap a desired date in the calendar to go to that date's list view. Tap  in the Schedule List view to go back to calendar.

In the Schedule List view, tap the event to see the details for that event. View more items for that date by tapping the corresponding scroll arrows. Tap any detailed event to go to the Record view mode for that event.

CREATING, EDITING AND DELETING SCHEDULED RECORDS

Add a New Record

1. In the Calendar view, tap the **Tools, Add Appointment** or in the Schedule list view, tap **Tools, Add appointment**.
2. To adjust the start or end date of an appointment record, tap the date field, select the desired date, then tap .
3. To adjust the start or end time, tap the time field and select the desired time. Tap  to go back to the schedule event.
4. Tap  to select the category.
5. Enter the details of the schedule event.
6. Tap . **Save? OK Cancel** is displayed.
7. Tap **OK** to save or **Cancel**.

Edit Record and Delete Record

Follow the procedures used in editing and deleting Telephone records.

Finding and Viewing Schedule Records

Follow the procedures used in finding and viewing Telephone records.

Schedule Alarm Time Actions

If the unit is off or running another application, when the scheduled alarm date and time equals the home date and time, the alarm will sound for 1 minute.

ANNIVERSARY FUNCTION

This function shows the list of anniversary records. You can access the Anniversary function from the Menu or by tapping the anniversary event details in the Calendar or Appointment views.

Finding Anniversary Records

Follow the procedures used in finding Telephone records.

Viewing Anniversary Records

Anniversary records are sorted by date. Tap the detail at the upper right side of the display to sort the anniversary list by alphabetical order. Use the Search feature to find the desired anniversary record. The Search feature follows the same procedures as in searching Telephone records.

Create, Edit and Delete Records

Follow the procedures used in adding new appointment records above.

CHAPTER 8 - TODO LIST



Tap this icon to activate and view the ToDo list. This application allows you to keep track of important tasks.

To switch from the ToDo list view to details of an individual record:

1. Tap the corresponding record in the list.

The ToDo record consists of:

1. Status of the task: Done/Pending
2. Due Date
3. The details of the task
4. Priority ranking from 1 to 5

(The left column shows if the task is done  or pending, the second column shows the due date, the third contains details of the tasks and the fourth contains the priority).

To change the sorting order for the ToDo list:

- Tap **D**ue to sort by due date.
- Tap **P** to sort by the list priority.

CREATING, EDITING AND DELETING TODO RECORDS

Follow the procedures used in creating, editing and deleting records.

To use the Search option:

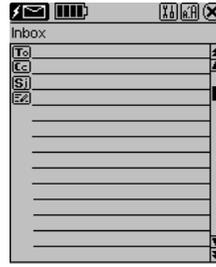
1. Tap  to Search for a record.
2. Enter the date or desired text to search in the corresponding field.
3. Tap the desired record in the Search Result List.

CHAPTER 9 – EMAIL

Tap this icon to activate and view the Email Inbox List. This application allows you to keep track of email that has been received by the PDA.



Inbox list



email details

READING EMAIL

Tap on any listed email to see its details.

NEW EMAIL

When viewing the email inbox, tap the tool icon  to view the tool menu.

New email
Reply
Forward
Delete email

Tap: **New email**

new	Send	Done
To:		
CC:		
Subject:		
Content:		

EMAIL HEADING INFORMATION

The following items are part of the heading information:

- To: The Email address of the person you want to send the email.
- CC: The Email address of another person that you want to receive a copy of the email.
- Sbj: Title of the message.
- Content Icon: This is the text: what you want to say in the message.

USING EMAIL ADDRESSES STORED IN THE PHONE BOOK

To retrieve Email Addresses from the Phone Book:

1. Tap  or .

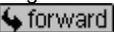
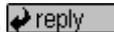
Names and email address that are in the address book are displayed.

2. Tap the name you want to send or copy the email to. The screen returns to the new email screen with the email address placed in the selected field.

When Finished Typing The New Email:

3. Tap **Done** to place the email into the draft box.
or
4. Tap **Send** to place the email into the outbox, if not connected or directly send the mail if connected

TO REPLY OR FORWARD EMAIL

While viewing email listings or viewing any particular email, tap the tool icon  and the forward mail icon  to send that email to other person, or tap the reply mail icon  to reply to the sender.

In the case of forwarding an email, you need to enter the To; or CC: email address by using an email address stored in the phone book or by typing it manually.

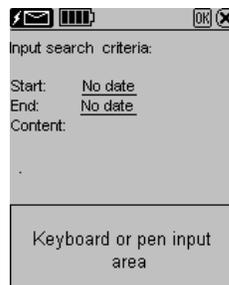
In the case of replying to an email, the sender's address will be automatically placed into the To: address with the same subject and content. You only need to type your answer at the beginning or end of the content field.

SEARCHING FOR EMAIL

Your PDA has four ways to search for email:

Tap  to list emails in one of the 4 different email boxes: Inbox, Sent, Draft and Outbox.

1. Search the list of emails by scrolling through the list one at a time using the up /down arrows or use the double up/down arrows to move a page at a time.
2. To sort the email list by received date tap .
3. To sort the email list by the sender's name tap .
4. Tap search icon  and input the searching parameter.



Input search criteria:

Start: No date

End: No date

Content:

Keyboard or pen input area

The unit will search through all emails in the email box being viewed.

A list of emails that match the search will be displayed. Tap the desired email to view its details.

DELETE EMAIL

1. Search for the desired email as explained in Searching For Email.
2. Tap the desired email to highlight it.
3. Tap the tool icon .
4. Select **delete record** to delete the highlighted email.
5. Tap Yes to confirm delete or  to abort.

SENDING AND RECEIVING EMAIL

PDA WITHOUT A MODEM

If your PDA does not have a built-in modem you can compose email on your PDA and copy it to your PC, which will send that email. To do this you will need to download additional software from the internet at <http://www.royalinfo.com>.

PDA WITH A MODEM

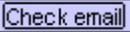
USING ROYALNET

Internet connection settings have been set at the factory, which makes setting up a RoyalNet account a simple task. First call and obtain a user ID and password from the HomeRelay Customer Service at the phone number listed in your Quick Start Guide. Then:

1. Tap Menu, System Setup, Email Setup.
2. Tap "Use RoyalNet Email Service" button.
3. Follow the instructions to input your user ID and password and numbers to dial. If you need to dial an outside line like a 9 or other numbers.
4. When finished inputting this information, tap OK. The unit dials a toll free number then receives and automatically makes all the settings needed.
5. When finished, your PDA will display a screen that says it is ready to send and receive email. Tap email icon to begin.
6. If there is a problem with your RoyalNet setup call Homereley customer support: 1-888-289-7312.

All other problems should be directed to Royal customer support: 1-732-563-0044

SENDING AND RECEIVING EMAIL WITH ROYALNET

1. Tap the check email button . The unit will dial, connect, (the connection icon shows  when connected.) and check for new email. All emails sent to your RoyalNet email address are downloaded from the Royalnet server to the unit and listed in the email inbox. The unit will send all email located in the outbox. When all Royalnet emails have been received and all emails in the outbox are sent, the unit will disconnect automatically (with the connection icon changing to show  when disconnected).

USING ANOTHER POP3 INTERNET SERVICE PROVIDER (ISP)

When using ISP's other than Royalnet, the DIALUP, TCP/IP, SMTP and POP settings must be changed to match the setting used by the other ISP. See the appendix for instructions to change these settings.

CONNECTING TO AN ISP OTHER THAN ROYALNET

1. Tap the email icon on the application menu bar to view the inbox list.
2. Tap the connection  and the unit will dial and make the connection to ISP. The connection icon changes to show  when the unit is connected.
3. The PDA will stay connected until you tap the connection icon to disconnect. While it is connected you can follow the steps to send and receive email.

SENDING EMAIL USING AN ISP OTHER THAN ROYALNET

Make sure the connection icon shows it is connected (). If it is not connected, use the steps CONNECTION TO OTHER ISP's.

1. Tap  to list email boxes.
2. Tap Outbox or Draft box
3. Tap to highlight one selected email.
 - a. Tap 
 - or
 - b. Tap **send all** to send all email in the Outbox or Draft box.
4. When finished sending and receiving, tap  to disconnect the unit.
The connection icon changes to show  when disconnected.

RECEIVING EMAIL USING AN ISP OTHER THAN ROYALNET

Make sure the connection icon shows it is connected (). If it is not connected, use the steps CONNECTION TO OTHER ISP's.



 shows the unit is not connected, but will change to this  when the unit is connected to send and receive email.

1. Tap the Check Email button .
2. The PDA will download and display the list and subject of the all emails on the server giving you a choice of which email to retrieve.

Selecting the Email to Download or Delete from the Server

Emails larger than 3K will not be retrieved. They will appear in every Check Email List until they are deleted or retrieved and deleted by a PC.

3. Tap the box once to put a checkmark to the left of each listed email you want to download to the PDA.
4. Tap the box twice to put an to the left of each listed email you want to delete from the server.
6. Tap  to download or delete the selected email. The screen switches to the inbox list to show the downloaded email.
- 7.. When finished sending and receiving, Tap  to disconnect the unit. The connection icon changes to show  when disconnected.

Note:

1. The unit will stay connected until you tap the connection icon  to disconnect it.
2. To put checkmarks for all listed email tap **Get all**, then tap **Go** to download all the email listed.
3. To put cross marks for all listed email tap **Delete all**, then tap **Go** to delete all email listed.
4. Email retrieved, but not deleted from the server, will be listed every time you check email. Email marked deleted after retrieval will be deleted from the mail server forever after being retrieved.

To Check if the Unit is Set To “ delete email after retrieve”

Tap **Menu, System Setup, Email setup, mail server**. Tap the box to add or remove the check mark.

CHAPTER 10 - CALCULATOR

Tap this  icon to activate a full function 12-digit calculator. Functions include arithmetic operations (+, -, x, ÷ and %). Memory storage operations such as MR, MC, M+, M-, are also available. Calculations are performed in the order of the entry, not by algebraic conversion.

- “M” on the display indicates a number is stored in memory.
- “E” on the display indicates an error: a number longer than 12 digits or when divided by 0. Tap [AC] to clear the error.
- [C] – Clear the last entered value. Tap twice to cancel calculation.
- [AC] – Cancel all by pressing once.
- [M+]/[M-] – Adds/subtracts the calculated result to/from the current memory contents.
- [MR] – Recall the numbers stored in memory.
- [MC] – Clear the number after recall from the memory.
- [+/-] – Switches the sign between positive and negative.

The top row keys of the calculator view include all the conversion functions.

CONVERSIONS

Conversions are treated as calculator functions. The amount to be converted has to be entered in the calculator mode before selecting the desired conversion function.

METRIC CONVERSION**For Converting Physical Measurements:**

1. Enter the amount to be converted in the calculator mode.
2. Tap the Metric Conversion box.
3. Tap the arrow corresponding to the desired metric conversion and conversion direction.
4. Result is displayed in the calculator mode.

CURRENCY CONVERSION

In order to use the currency conversion, first set the exchange rate:

1. Tap the Set Rate box in the Calculator mode.
2. Tap the line of a currency to be set.
3. Enter the value amount of \$1 (or one home currency unit if other than a dollar) using the digit keypad on the lower part of the display. Use the backspace arrow to correct entries.
4. When all currencies are set, tap **tick** to confirm.

Currency Conversion

To convert an amount from one currency to another:

1. Enter the amount to be converted in the calculator mode.
2. Tap the Currency Conversion key.

3. Tap the arrow corresponding to the desired currency and conversion direction.
4. Result is displayed in the calculator mode.

CHAPTER 11- MENU FUNCTIONS

MENU

Tap this icon to see all applications and functions in the PDA. In addition to the applications on the Application icon bar, the following additional functions can only be selected from the menu screen.

CONTENT

If you are using RoyalNet as your ISP, select this function to see current news, weather and sports information.

SKETCH

Draw pictures and save them as bit map images.

FINANCE

Keep track of personal or business expenses.

Finance List

Tap: **Menu, Finances** to view the Finance list. Each Finance record consists of the following fields: date, type of expense (each can be edited), type of payment and the amount of the expense. The list view also shows a total amount for the records listed.

New Finance Record

1. Tap the new record icon  to add new expense record.
2. Date shows the clock date setting. This date can be changed by taping the date shown.
3. Tap the corresponding field To change the expense type, and Payment.
(Expense Type can be selected from 20 categories, each category name can be edited to fit your budget needs. To edit the category field go to the Type of Expense list, tap the word describing that field and then tap "Edit Type" at the bottom of the list. Type a word to describe the expense category (up to 13 characters) and then tap OK. The new word replaces the old description.

MEMO (Note Book)

Take notes using the virtual keyboard or handwriting.

1. To view the memo list, tap the **Memo** icon.
Note: The clock date should be set correctly to use the date feature in memo

Memo List

A note or memo record consists of:

1. Date
2. Details

Tap Date to view the memo list sorted by date.

Tap Detail to view the Note list, which is sorted alphabetically.

Entering a New Memo

1. Tap the menu icon to view the menu screen.
2. Tap the Memo icon to view the memo list.
3. Tap the new record icon. The date shown is the clock's date.
4. Type the details of the new memo.
5. Tap 

MATCH GAME

Match symbols hidden under each square in the fastest time to win!

1. Select the game level by tapping LEVEL, tap the radio button of the level desired, then Tap ✓.
2. Tap a square to view the hidden symbol, tap a second square that matches the first symbol. The game is finished when all matching symbols pairs are found.

MEMORY

This function allows you to keep track of the number of records in each application and memory space used/left in the PDA. Usable memory capacity is shown as percentage free.

1. Select menu, sync
2. Tap the memory icon located on the top right corner of the screen.

PC SYNCHRONIZATION

In order to perform PC synchronization, you must first connect the PDA cradle to your PC. To connect the PDA cradle to your PC, turn off your computer and plug the cradle's cable into the serial communication port on the PC. We recommend using AC power while synchronizing.

Note: The PDA requires a dedicated serial port. It cannot share a port with an internal modem, hand held or any other device. If you are unsure about the exact location of the serial port on your computer, refer to the user's manual supplied with the computer.

The CD-ROM included with your unit contains two different software synchronization programs. You do not need to install both programs on your PC. The CD-ROM will automatically show a menu for you to select the program to meet your needs.

PDA Desktop is a PC Personal Information Manager (PIM) software program that is supplied with your unit. If you are not already using a PIM program, PDA Desktop will give you the ability to add and edit contacts, calendar and ToDo information for your PDA.

CompanionLink is the PC software to install if you are using Microsoft Outlook or another PC PIM compatible with the PDA and you wish to continue using that program with your new PDA.

Installing the Synchronization Software on Your PC

Place the CD-ROM provided with the PDA into your CD drive and follow the instructions on the PC screen. If the auto-install is disabled on your PC, you will have to manually launch the setup program provided on the CD-ROM as follows:

1. Tap **Start, Run** and then **Browse**.
2. Locate your CD-ROM drive and select the **Setup.exe** file.
3. Tap **OK** to run the installation program.

PDA Desktop Synchronization Instructions

On the PC

1. Verify that the cradle is connected to the serial port.
2. Turn on the PC.
3. If running **PDA Desktop** for the first time, you need to make sure that the SmartSync icon is running in the Windows System tray. If it is not running, select Programs, PDA Desktop, then SmartSync from your Start menu.
4. You can right click on **SmartSync** to bring up a menu and to edit options for the synchronization.

On the PDA

5. Make sure that the unit is well placed into the cradle.
6. Tap on the "Menu" icon in the title bar.
7. Select "Sync".
8. Tap on "OK".

SYSTEM SETUP

System setup defines the general settings of the PDA; these settings are:

- **Email Setup** - Configure with RoyalNet or another ISP.
- **Outside Line Access** – Used to dial a number to access an outside line.
- **Screen Contrast** – Lighten or darken the screen.
- **System Language** – Selects the prompt language. Options are: English, Spanish, French, German, Italian, Portuguese and Dutch.
- **Date and Time Formats** – View dates and time in selected format. Dates: mm/dd/yyyy, dd/mm/yyyy, yyyy/mm/dd. Time: 24hr. or 12 hr.
- **Auto Shut-off** – Select from 1,2,3,4 or 5 minutes of idle use.
- **Calendar Beginning of the Week** - Pick Sunday or Monday.
- **Key Tone** – Tap **off** to cancel the key tap tones.
- **Password** - You can assign a password to the PDA. For security purposes, the entire unit can be locked from normal view or use unless the proper password is entered. **Keep a record of your password!**

IF YOU FORGET YOUR PASSWORD THERE IS NO WAY TO ACCESS ANY HIDDEN RECORDS. THERE IS NO "BACK DOOR" INTO THE SYSTEM. YOU MUST RESET THE PDA AND CLEAR ALL MEMORY.

ASSIGNING A PASSWORD

1. Tap the menu icon , System Setup, Set Password.



2. Use the virtual number keyboard to enter the password. The characters will be shown as ** during entry.
 3. Enter the password pin in both locations to activate password protection
- Or
4. Clear the password and blank the field to deactivate password protection.

Changing a Password

1. Tap the menu icon , System Setup, Set Password.
2. Use the virtual keyboard backspace ← key to remove the password in both locations.
3. Follow instructions for Assigning a Password.

APPENDICES

A. UNDERSTANDING EMAIL

Electronic mail is one of the fastest and most powerful ways to share information with people everywhere and to keep you informed. It has become one of the most widely used and practical aspects of the internet today.

In order to connect your PDA or PC to the Internet you must make a connection to the Internet through an Internet Service Provider (ISP). The ISP has local phone numbers that can be dialed by your PDA and when it connects the PDA can send and receive messages (email).

Messages exchanged on the Internet are handled by three standard protocols:

- SMTP (Simple Message Transfer Protocol) which is used for sending messages.
- POP3 (Post Office Protocol version 3) which is used to receive messages.
- TCP/IP (Transmission Control Protocol/Internet Protocol) which is used for transporting data, ensuring that information is sent and received correctly between two machines. The TCP/IP implementation for reaching ISPs in dialup situations is called PPP (Point-to-Point Protocol).

The software in this PDA takes care of working with all three protocols once you input information that identifies you and your internet address to the internet.

These settings are all taken care of automatically when you set up a Royalnet account.

If you already have Internet access and your PC is using this information, all you need to do is view it on your PC and copy it into the PDA. If you don't know what the settings are, contact your ISP to find out.

B. CONFIGURING FOR ROYALNET EMAIL

Tap: **Menu, Email setup, Royalnet**

Follow the instructions on the screen to enter your User ID and password.

The PDA will dial the Royalnet 800 number. Once connected, all settings required for email will automatically be placed into your PDA, including the local numbers you selected with the service representative. Once it completes the settings, the PDA hangs up and is ready to start sending and receiving email.

C. CONFIGUREING EMAIL SETTINGS FOR OTHER ISP

To configure the PDA to send and receive email you will need to know the following information:

ISP connection settings:

1. ISP phone number.
2. Your login ID (this may be called your username).
3. Your password.

This information is necessary to connect your PDA to the Internet. You will need additional information to send and receive email. This information is stored under the heading "Server Settings." The additional information you will need is as follows:

1. Your email address and email password.
2. Your POP3 address (the name of your incoming mail server)
3. Your SMTP address (the name of your outgoing mail server).

TO INPUT ISP CONNECTION SETTINGS:

1. Tap Menu, Email Setup, Dial Up.
2. Then tap , Input Phone Number 1:
 - a. Input Number 1:

You can enter up to three phone numbers. The PDA will dial the first phone number; if it fails it will dial the 2nd and then the third.

3. Tap the forward arrow to enter or leave blank, Phone numbers 2 and 3.
4. Tap the forward arrow, then enter the Login ID:

5. Tap the forward arrow, then enter the password:

6. Use the back and forward arrows to check each input. When finished, tap **OK**.

TO INPUT SERVER SETTING

1. Tap Menu, Email Setup, Mail Server.
2. Tap , then input the POP3 address (incoming email). Tap the forward arrow to enter the SMTP, email address (outgoing email), email login ID and email password. POP3 port or SMTP port are already set to the correct Internet defaults.
3. When finished, tap **OK** (you can use the back and forward arrows to check each input before finishing).

B. PDA FOLDABLE KEYBOARD INSTRUCTIONS

Installation

1. Turn the PDA unit off before connecting the foldable keyboard.
2. Gently insert the keyboard connector into its place.

Features

	Keyboard Left Side	Keyboard Right Side
Shift (Press and Release)	"Shift" + letter keys = capital letters (CAPS Lock enabled) "Shift" + letter keys = small letters (CAPS Lock disabled) "Shift"+1 = "tel.", Telephone "Shift"+2 = "anniv", Anniversary "Shift"+3 = "ToDo", ToDo "Shift"+4 = "sched", Schedule "Shift"+5 = "memo", Memo	"Shift"+6 = "clock", Clock "Shift"+7 = "calc". Calculator "Shift"+8 = "menu", Menu "Shift"+9 = "B/P", Select Category (Business or Personal) "Shift"+0 = Off
2nd (Press and release)	"2nd"+"Q"= + "2nd"+"W"= - "2nd"+"E"= x "2nd"+"R"= / "2nd"+"T"= & "2nd"+"A"= ~ "2nd"+"S"= * "2nd"+"D"= ("2nd"+"F"=) "2nd"+"G"= # "2nd"+"Z"= £ "2nd"+"X"= ¥ "2nd"+"C"= \$ "2nd"+"V"= ¢ "2nd"+"@"= @	"2nd"+"Y"= % "2nd"+"U"= ± "2nd"+"I"= "ce" "2nd"+"O"= "=" "2nd"+"P"= "ac" "2nd"+"H"= " "2nd"+"J"= ' "2nd"+"K"= ; "2nd"+"L"= : "2nd"+"B"= < "2nd"+"N"= > "2nd"+"M"= _ "2nd"+","= ! "2nd"+"."= ? "2nd"+"enter"= "↵", return
2nd (Press and release) + digit key (Press and release)	"2nd"+1 = Ø "2nd"+2 = ç "2nd"+3 +A = Å /* "2nd"+4 +A = Ä /* "2nd"+5 +A = Á /*	"2nd"+6 +A= Å /* "2nd"+7 +A= Ä /* "2nd"+8 = ß "2nd"+9 +A= Á /*
	Ø = A minus sign in calculator mode; a dash in other modes	"Tools" = Tools Menu ← = "Back Space"

*Other letters with accents include A, a, E, e, I, i, O, o, U, u