

# Pocket PC

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## User's Guide

Your Pocket PC 2002 comes with a *Hardware Manual* in addition to this *Pocket PC User's Guide*. Be sure to read the *Hardware Manual* first.

Before using your Pocket PC for the first time, carefully read the **Safety Precautions** in the *Hardware Manual*.

Keep this *Pocket PC User's Guide* on hand for reference whenever using your Pocket PC.

### **To reset the Pocket PC**

If your Pocket PC responds slowly, stops responding as expected, or “freezes,” try resetting it. A reset causes the Pocket PC to restart and re-adjust memory allocation. Unsaved data in open windows may be lost.

- Use the stylus to press and hold the Reset button for about two seconds.

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**Important!**

Browsing the Web or synchronizing a large number of mobile favorites can cause your device to run low on storage space. To free storage space, open Pocket Internet Explorer and tap **Tools Options**.... Then, on the **General** tab, tap **Delete Files** to delete all Web pages stored on your device, including offline favorites content.

# Chapter 1: Getting Started


## Welcome

Congratulations on purchasing your Pocket PC. Its compact size and powerful features and functions let you keep your most important business and personal information up-to-date and close at hand. Microsoft® ActiveSync® increases the power of your Pocket PC by allowing you to synchronize the information on your desktop or laptop computer with your Pocket PC. Picture yourself in the following situations:

- While walking with a colleague, your cell phone rings and the boss asks if you two are free this afternoon for an emergency meeting. While your colleague fumbles through his paper organizer, you press a button on your Pocket PC and instantly see a list of today's appointments and meetings. You are quickly able to tell the boss your available times. For more information on scheduling appointments and meetings, see Chapter 4.
- You're meeting your friends tonight for dinner and a movie. You download the latest movie information from the Internet to your desktop computer and then synchronize it with your Pocket PC. At dinner, you pull out your Pocket PC and review your movie options with your friends. For more information on downloading Web pages, see Chapter 7.
- A Calendar reminder alerts you that it is time to catch the bus. You grab your Pocket PC and catch the bus just in time. Because ActiveSync keeps the information on your Pocket PC up-to-date, you leisurely review your task list, make notes about the new books and CDs you want to buy, and read and respond to e-mail messages. When you get back to the office, ActiveSync transfers any task changes you made, your notes, and your e-mail message responses to your desktop computer. For more information on ActiveSync, see Chapter 3.

## Where to Find Information

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

For information on:	See this source:
Programs on your Pocket PC	This <i>User's Guide</i> and Pocket PC Help. To view Help, tap  and then <b>Help</b> .
Additional programs that can be installed on the Pocket PC	The CASSIOPEIA CD-ROM.
Connecting to and synchronizing with a desktop computer	The <i>Quick Start Guide</i> or ActiveSync Help on your desktop computer. To view Help, click <b>Help</b> and then <b>Microsoft ActiveSync Help</b> .
Last-minute updates and detailed technical information	The Read Me files, located in the Microsoft ActiveSync folder on the desktop computer and on the Pocket PC Companion CD.
Up-to-date information on Windows®-powered Pocket PCs	<a href="http://www.microsoft.com/mobile/pocketpc/">http://www.microsoft.com/mobile/pocketpc/</a>

# Chapter 2: Basic Skills

Learning to use your Pocket PC is easy. This chapter describes the basic concepts of using and customizing your Pocket PC.


## Hardware Buttons and Stylus

Your Pocket PC has hardware buttons that control actions and scroll functions, and a stylus for selecting items and entering information.

On the Pocket PC, the stylus replaces the mouse.

- **Tap.** Touch the screen once with the stylus to open items 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 pop-up menu that appears, tap the action you want to perform.

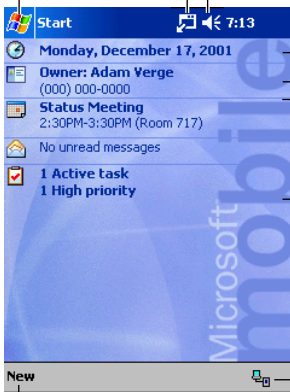
## Today Screen

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

Tap to switch to a program.

Tap to view notification messages.

Tap to change volume or mute all sounds.



Tap to change date and time.














Tap to open an item.



Your day at a glance.

Tap to view connection status.



Tap to create a new item.

You may see the following status icons on the command bar or on the navigation bar.

Status Icon	Meaning
	Turns all sounds on and off
	Backup battery is low, very low, or is not loaded in the Pocket PC
	Main batteries are charging
	Main batteries are low
	Main batteries are very low
	Main batteries are full
	Connection is active
	Synchronization is beginning or ending
	Synchronization is occurring
	Notification that one or more instant messages were received
	Notification that one or more e-mail messages were received
	Dial-up connection is active
	Direct connection is active

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













## Programs

You can switch from one program to another by selecting it from the  menu. (You can customize which programs you see on this menu. For information, see “Adjusting Settings,” later in this chapter.) To access some programs, you’ll need to tap , **Programs**, and then the program name.

You can also switch to some programs by pressing a program button. Your Pocket PC has one or more program buttons located on its front or side. The icons on the buttons identify the programs they switch to.

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

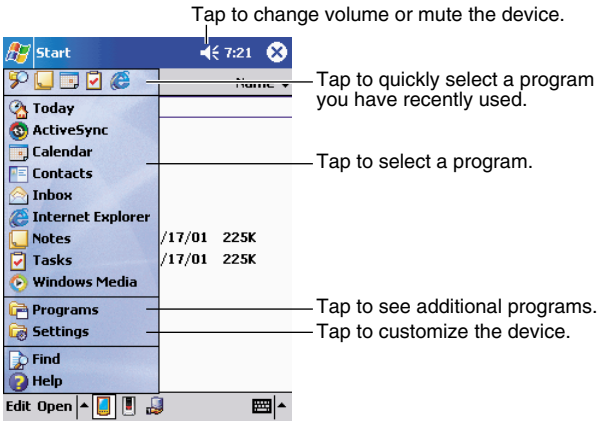


Icon	Program	Description
	ActiveSync	Synchronize information between your device and desktop computer.
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your friends and colleagues.
	Inbox	Send and receive e-mail messages.
	Pocket Internet Explorer	Browse Web and WAP sites, and download new programs and files from the Internet.
	Notes	Create handwritten or typed notes, drawings, and recordings.
	Tasks	Keep track of your tasks.
	Pocket Excel	Create new workbooks or view and edit Excel workbooks created on your desktop computer.
	MSN Messenger	Send and receive instant messages with your MSN Messenger contacts.
	Pocket Word	Create new documents or view and edit Word documents created on your desktop computer.
	Menu	Launch applications and open files.
	Card Backup Tool	Back up and restore your device memory data to a memory card.

# Navigation Bar and Command Bar

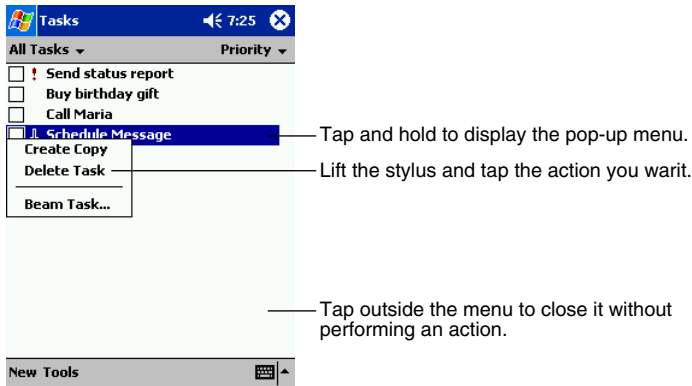
The navigation bar is located at the top of the screen. It displays the active program and current time, and allows you to switch to programs and close screens.

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



# Pop-up Menus


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



# Notifications

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

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

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

# Enter Information on Your Pocket PC

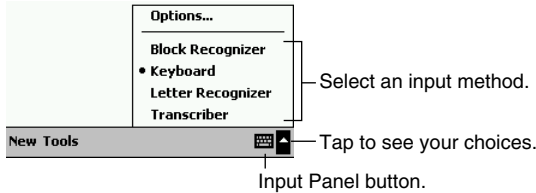
You have several options for entering new information:

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

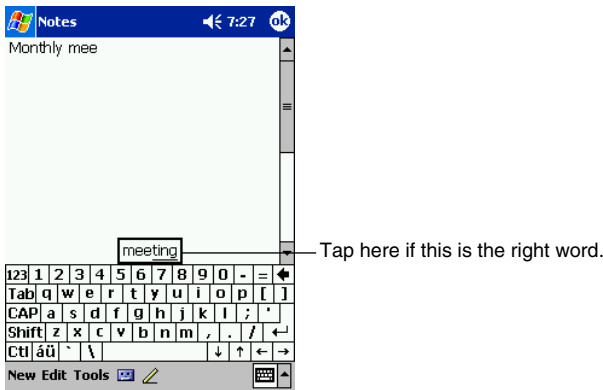
# Typing Using the Input Panel


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

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



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



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

## To type with the onscreen keyboard

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

## To type with the soft keyboard:

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

### **To use Letter Recognizer:**

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

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

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

### **To use Block Recognizer:**

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

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

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

### **To use Transcriber:**

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

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

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

### **To select typed text**

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

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

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

## Writing on the Screen

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

### To write on the screen

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



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

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

### To select writing

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

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

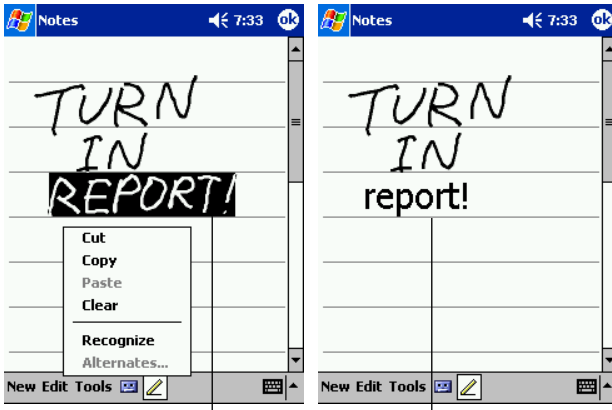
If you accidentally write on the screen, tap **Edit** and then **Undo** and try again. You can also select text by tapping the **Pen** button to deselect it and then dragging the stylus across the screen.

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

## To convert writing to text

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

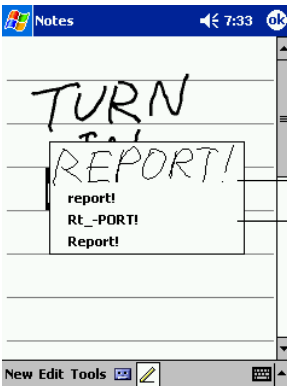
If you want to convert only certain words, select them before tapping **Recognize** on the **Tools** menu (or tap and hold the selected words and then tap **Recognize** on the pop-up menu). If a word is not recognized, it is left as writing.



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

The writing is turned into text.

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



Tap to return to your original writing.

Or, tap the word you want to use.

### Tips for getting good recognition

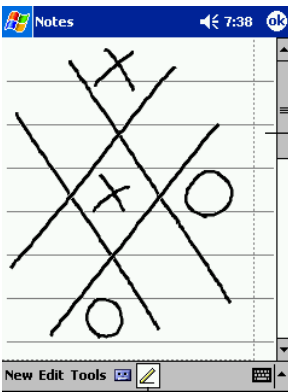
- Write neatly.
- Write on the lines and draw descenders below the line. Write the cross of the “t” and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the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

## Drawing on the Screen

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

### To create a drawing

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



The drawing box indicates the boundaries of the drawing.

Pen button.

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



## To select a drawing

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

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


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

## Recording a Message

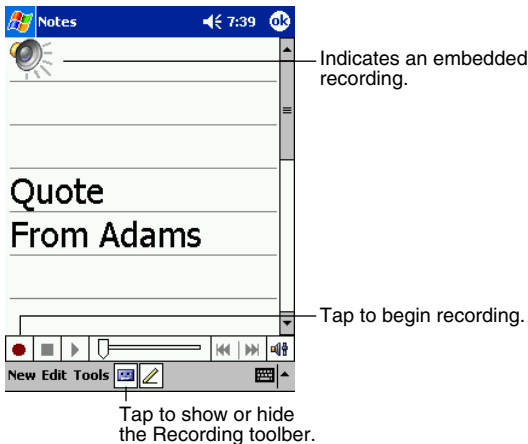
In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message. In Calendar, Tasks, and Contacts, you can include a recording in the **Notes** tab. In the Notes program, you can either create a stand-alone recording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

### To create a recording

1. Hold your Pocket PC's microphone near your mouth or other source of sound.
2. Press and hold the Record hardware button on your Pocket PC until you hear a beep.
3. While holding down the Record button, make your recording.
4. To stop recording, release the Record button. Two beeps will sound. The new recording appears in the note list or as an embedded icon.

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

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




# Using My Text

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




Tap to select a prewritten message.


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

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

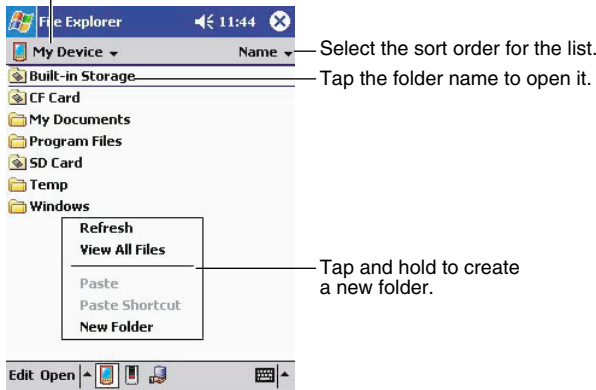
# Find and Organize Information

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

- On the  menu, tap **Find**. Enter the text you want to find, select a data type, and then tap **Go** to start the search.
  - To quickly find information that is taking up storage space on your Pocket PC, select **Larger than 64 KB** in **Type**.

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

Tap to change folders.




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


# Customize Your Pocket PC

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

## Adjusting Settings

You can adjust Pocket PC settings to suit the way you work. To see available options, tap , **Settings**, then the **Personal** or **System** tab located at the bottom of the screen.

You might want to adjust the following:

- **Clock**, to change the time or to set alarms
- **Menus**, to customize what appears on the  menu and to enable a pop-up menu from the **New** button
- **Owner Information**, to enter your contact information
- **Password**, to limit access to your Pocket PC
- **Power**, to maximize battery life
- **Today**, to customize the information that is displayed on the Today screen
- **Brightness**, to adjust the brightness of the front light.
- **Program Button Control**, to disable the front light so it does not light when you press the **Program** button.


## 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'll never accidentally lose ROM contents. ROM programs can be updated using special installation programs with a \*.xip extension. All other programs and data files added to your device after factory installation are stored in RAM (random access memory).

You can install any program created for your device, as long as your device 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

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


1. Determine your Pocket PC and processor type so that you know which version of the software to install. Tap  and then **Settings**. On the **System** tab, tap **About**. Tap the **Version** tab, and make a note of the information in **Processor**.
2. Download the program to your desktop computer (or insert the CD or disk 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 Pocket PC types and processors. Be sure to select the program designed for the Pocket PC and your Pocket PC processor type.
3. Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.
4. Connect your Pocket PC and desktop computer.
5. Double-click the \*.exe file.
  - If the file is an installer, the installation wizard will begin. Follow the directions on the screen. Once the software has been installed on your desktop computer, the installer will automatically transfer the software to your Pocket PC.
  - If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You will need to move this file to your Pocket PC. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your Pocket PC. For more information on copying files using ActiveSync, see ActiveSync Help.

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



### To add a program directly from the Internet

1. Determine your Pocket PC and processor type so that you know which version of the software to install. Tap  and then **Settings**. On the **System** tab, tap **About**. In the **Version** tab, make a note of the information in **Processor**.
2. Download the program to your device straight from the Internet using Pocket Internet Explorer. You may see a single \*.xip, \*.exe or \*.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for the 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 will begin. Follow the directions on the screen.


## To add a program to the Start menu

Tap , **Settings**, **Menus**, the **Start Menu** tab, and then the check box for the program. If you do not see the program listed, you can either use File Explorer on the Pocket PC 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.


- **Using File Explorer on the Pocket PC**

Tap , **Programs**, **File Explorer**, and locate the program (tap the folder list, labeled **My Documents** by default, and then **My Device** to see a list of all folders on the Pocket PC). Tap and hold the program and tap **Cut** on the pop-up menu. Open the Start Menu folder located in the Windows folder, tap and hold a blank area of the window, and tap **Paste** on the pop-up menu. The program will now appear on the  menu. For more information on using File Explorer, see “Find and Organize Information” earlier in this chapter.

- **Using ActiveSync on the desktop computer**

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

## To remove programs


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

# Chapter 3: Microsoft ActiveSync

Using Microsoft® ActiveSync®, you can *synchronize* the information on your desktop computer with the information on your Pocket PC. Synchronization compares the data on your Pocket PC 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 Pocket PC with your choice of Microsoft Outlook data on your desktop computer.
- Synchronize Microsoft Word and Microsoft Excel files between your Pocket PC and desktop computer. Your files are automatically converted to the correct format.

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


With ActiveSync, you can also:

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

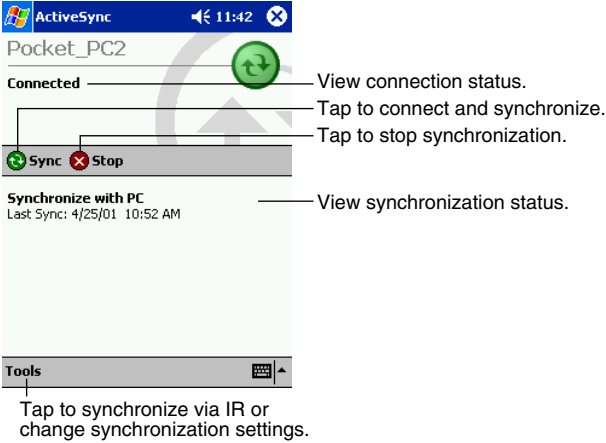
Before you begin synchronization, install ActiveSync on your desktop computer from the Pocket PC Companion CD. For more information on installing ActiveSync, see your *Quick Start Guide*.


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

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

Once you have set up ActiveSync and completed the first synchronization process, you can initiate synchronization from your Pocket PC. To switch to ActiveSync on your Pocket PC, tap , and then tap **ActiveSync**. Note that if you have a wireless LAN card, you can synchronize remotely from your device.

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




For more information about ActiveSync on your Pocket PC, switch to ActiveSync, tap , and then tap **Help**.

# Chapter 4: Microsoft Pocket Outlook

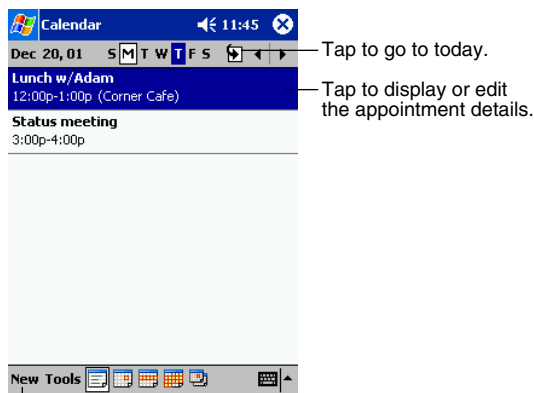
Microsoft® Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, e-mail addresses stored in Contacts can be used to address e-mail messages in Inbox.

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

You can switch to any of these programs by tapping them on the  menu.

## Calendar: Scheduling Appointments and Meetings

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



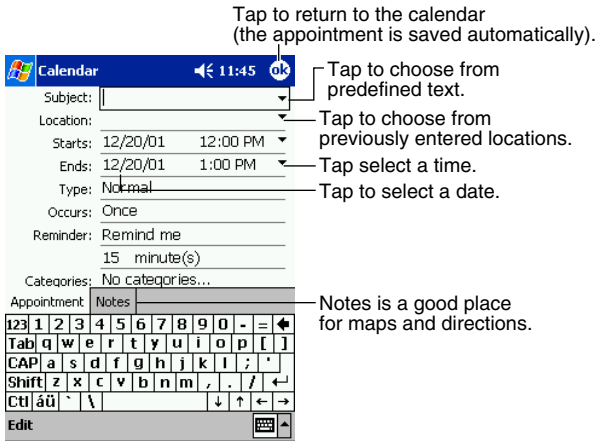
Tap to create a new appointment.

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





## To create an appointment

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



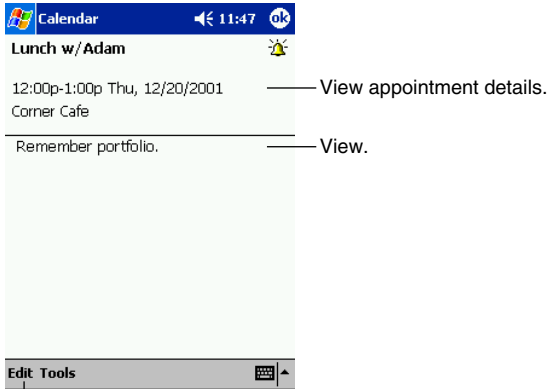
3. Using the input panel, enter a description and a location. Tap first to select the field.
4. If needed, tap the date and time to change them.
5. Enter other desired information. You will need to hide the input panel to see all available fields.
6. To add notes, tap the **Notes** tab. You can enter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

When finished, tap **OK** to return to the calendar.

-  If you select **Remind me** in an appointment, your Pocket PC will remind you according to the options set in  **Settings, Personal tab, Sounds & Notifications**.

## Using the Summary Screen

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



Tap to change appointment.

## Creating Meeting Requests

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

### To schedule a meeting

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

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

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

# Contacts: Tracking Friends and Colleagues

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

Select the category of contacts you want displayed in the list.



Tap and enter part of a name to quickly find it in the list.

Tap to see additional phone numbers and e-mail addresses.

Tap to display or edit the contact details.

Tap and hold to display a pop-up menu of actions.

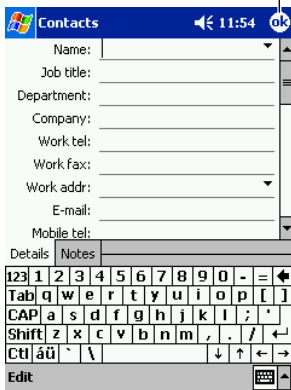
Tap to create a new contact.

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

## To create a contact

### 1. Tap New.

Tap to return to the contact list (the contact is saved automatically).



Scroll to see more fields.


Notes is a good place for maps and directions.

2. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.

3. To assign the contact to a category, scroll to and tap **Categories** and select a category from the list. In the contact list, you can display contacts by category.
4. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see “Notes: Capturing Thoughts and Ideas” later in this chapter.
5. When finished, tap **OK** to return to the contact list.

## Finding a contact

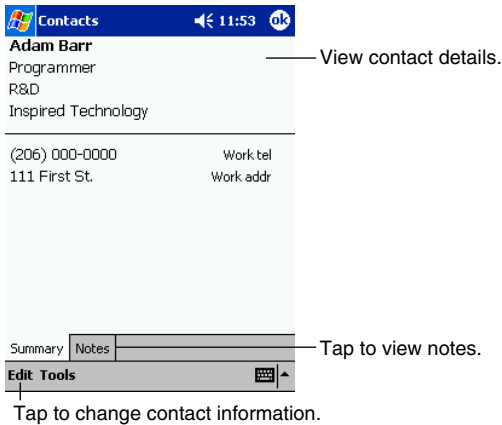
There are four ways to find a contact:

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

## Using the Summary Screen

When you tap a contact in the contact list, a summary screen is displayed.

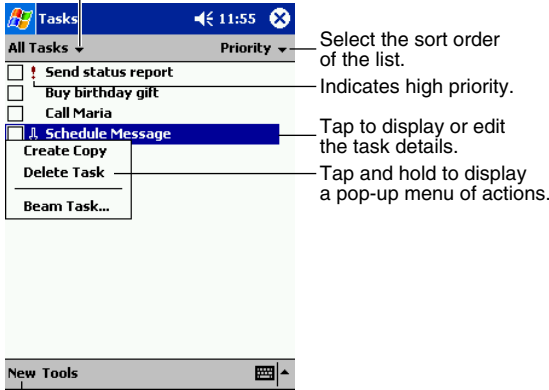
To change the contact information, tap **Edit**.



# Tasks: Keeping a To Do List

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

Select the category of tasks you want displayed in the list.



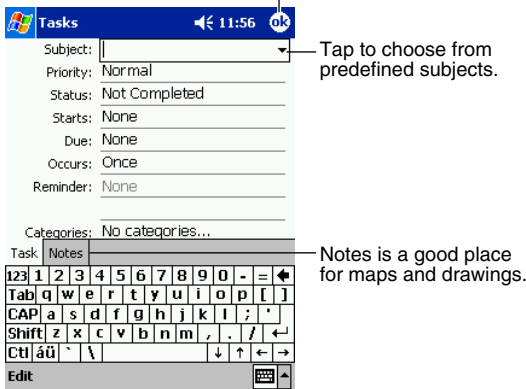
Tap to create a new task.

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

## To create a task

1. Tap New.

Tap to return to the task list (the task is saved automatically).




2. Using the input panel, enter a description.

3. You can enter a start date and due date or enter other information by first tapping the field. If the input panel is open, you will need to hide it to see all available fields.

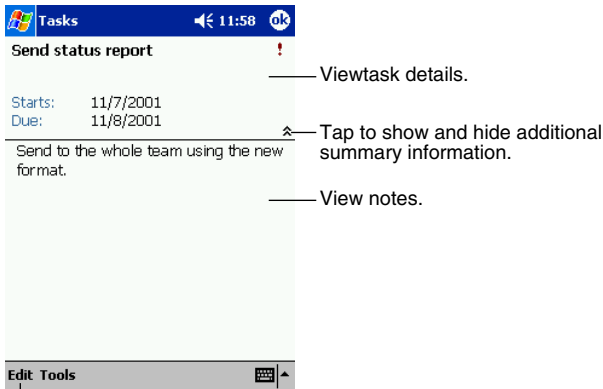
4. To assign the task to a category, tap **Categories** and select a category from the list. In the task list, you can display tasks by category.

- 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.
- When finished, tap **OK** to return to the task list.

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

## Using the Summary Screen

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



— View task details.

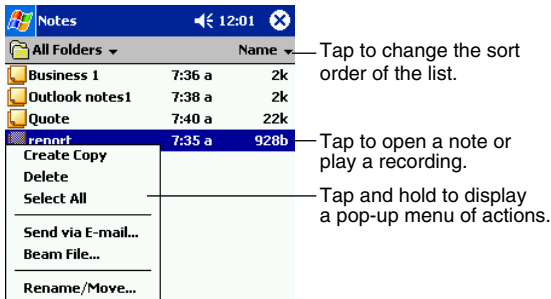
— Tap to show and hide additional summary information.

— View notes.

Tap to change task.

## Notes: Capturing Thoughts and Ideas

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



— Tap to change the sort order of the list.

— Tap to open a note or play a recording.

— Tap and hold to display a pop-up menu of actions.

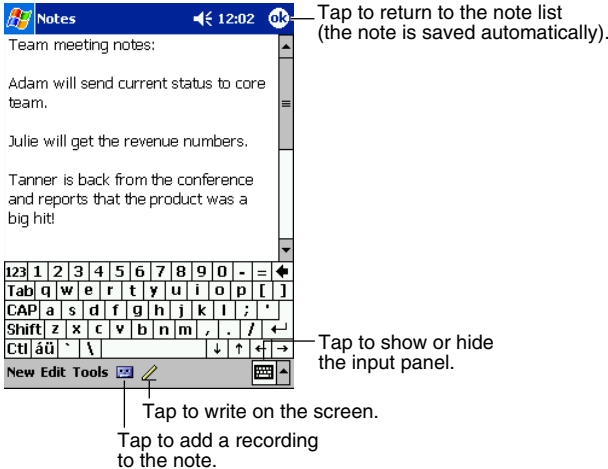
— Tap to record.

— Tap show or hide the Recording toolbar.

Tap to create a new item.

## To create a note

1. Tap New.
2. Create your note by writing, drawing, typing, and recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see Chapter 2.



## Inbox: Sending and Receiving E-mail Messages

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

- Synchronize e-mail messages with Microsoft Exchange or Microsoft Outlook on your 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.

■ We recommend that you reset your CASSIOPEIA periodically, which deletes temporary files created by the system and frees up user memory. This is especially true if you notice that remaining user memory capacity is running low. See the Hardware Manual for details about the reset procedure.

## Synchronizing E-mail Messages

E-mail messages can be synchronized as part of the general synchronization process. You will need to enable Inbox synchronization in ActiveSync. For information on enabling Inbox synchronization, see ActiveSync Help on the 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 Pocket PC. 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 100 KB in size.
- E-mail messages in the Outbox folder on your Pocket PC are transferred to Exchange or Outlook, and then sent from those programs.
- E-mail messages in subfolders must be selected in ActiveSync on your desktop computer in order to be transferred.

■ You can also synchronize e-mail messages with your desktop computer from a remote location. For more information, see Chapter 8.

## 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 Pocket PC. You'll need to set up a remote connection to a network or an ISP, and a connection to your e-mail server. For more information, see Chapter 8.

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

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 Pocket PC, it's also deleted from the e-mail server the next time you connect.

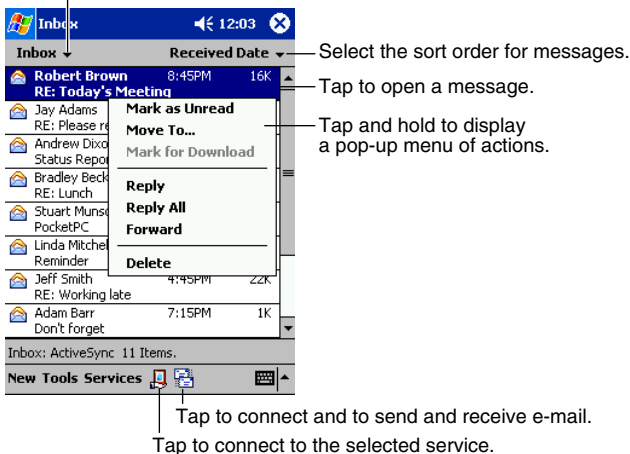
You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space on your Pocket PC.

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

## Using the Message List

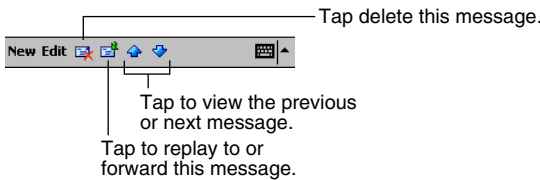
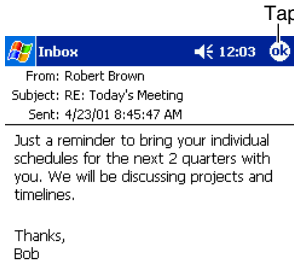
Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.

Select the service and folder you want to display.





When you receive a message, tap it in the list 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'll receive messages from the last five days only, the first 100 lines of each new message, and file attachments of less than 100 KB in size. The original messages remain on the e-mail server or your 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 you want to retrieve. On the pop-up menu, tap **Mark for Download**. The icons in the Inbox message list give you visual indications of message status.

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

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

### **Important information about attached files!**

The system creates a temporary file whenever you open a file attached to a mail message while in Inbox. Sometimes, such temporary files remain in memory even after you close the attached file. You can delete leftover temporary files by performing the reset operation. We recommend that you periodically reset your pocket PC in order to delete accumulated temporary files and free up the memory they use. See the *Hardware Manual* for details about the reset procedure.

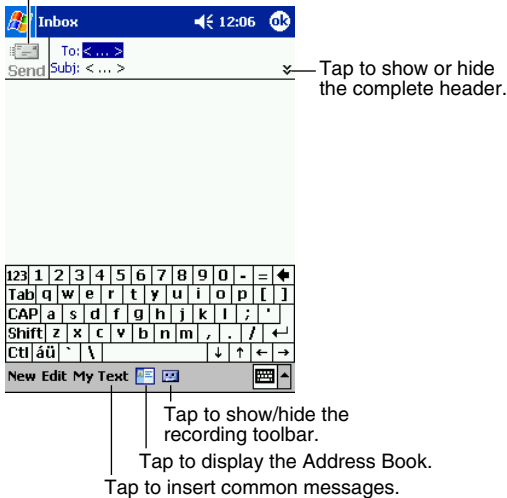
# Composing E-mail Messages

## To compose an e-mail message

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

All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.

Tap to send the message.



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

## Managing E-mail Messages and Folders

By default, messages are displayed in one of five folders for each service you have created: Inbox, Deleted Items, Drafts, Outbox, and Sent Items. The Deleted Items folder contains messages that have been deleted on the Pocket PC. The behavior of the Deleted and Sent Items folders depends on the options you have chosen. In the message list, tap **Tools** and then **Options**. On the **Message** tab, select your options.


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

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

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

- If you use ActiveSync, e-mail messages in the Inbox folder in Outlook will automatically be synchronized with your 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 the messages while away from your desktop computer.
- If you use POP3 and you move e-mail messages to a folder you created, the link is broken between the messages on the Pocket PC and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the Pocket PC Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the Pocket PC.
- If you use IMAP4, the folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your Pocket PC 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

The companion programs consist of Microsoft® Pocket Word, Microsoft® Pocket Excel, Windows Media™ Player for Pocket PC, and Microsoft® Reader. To switch to a companion program on your Pocket PC, tap **Programs** on the  menu, and then tap the program name.

- ❑ Companion programs can open only files stored in the main memory My Documents folder or a memory card My Documents folder. Any programs that are not in the My Documents folder do not appear in the program list and cannot be opened.

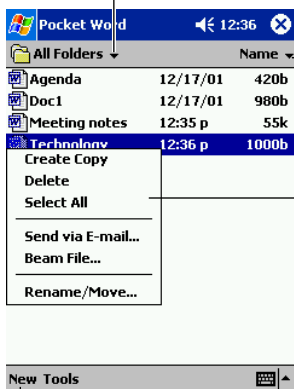
## Pocket Word

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 Pocket PC, or you can copy documents from your desktop computer to your Pocket PC. Synchronize documents between your desktop computer and your Pocket PC so that you have the most up-to-date content in both locations.

Use Pocket Word to create documents, such as letters, meeting minutes, and trip reports. To create a new file, tap , **Programs**, **Pocket Word**, and then **New**. A blank document appears. Or, if you've selected a template for new documents in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one document at a time; when you open a second document, you'll be asked to save the first. You can save a document you create or edit in a variety of formats, including Word (.doc), Pocket Word (.psw), Rich Text Format (.rtf), and Plain Text (.txt).

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

Select the type of folder you want displayed in the list.



Tap to change the sort order of the list.

Tap to open a document.

Tap and hold an item to see a pop-up menu of actions.

Tap to create a new document.

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

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

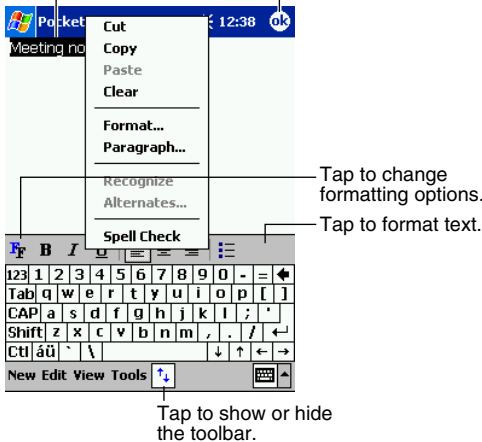
If you're opening a Word document created on a desktop computer, select **Wrap to Window** on the **View** menu so that you can see the entire document.

## Typing Mode

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

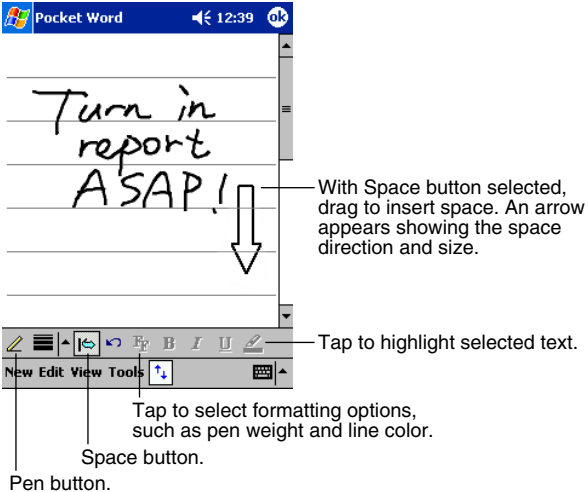
To format existing text and to edit text, first select the text. You can select text as you do in a Word document, using your stylus instead of the mouse to drag through the text you want to select. You can search a document to find the text you want by tapping **Edit** and then **Find/Replace**.

Tap and hold to see a pop-up menu of actions. Tap to return to the document list (changes are saved automatically).



# Writing Mode

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



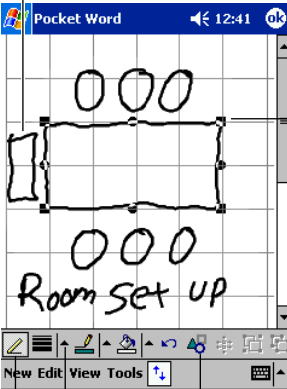
- If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the following section.

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

## Drawing Mode

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

Select Shape on the pup-up menu to convert objects to proper shapes.



Resize an object by dragging the selection handles.

Tap an arrow to see your choices. Tap to select formatting options, such as line weight, fill color, and line color.

Pen button.


## 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.

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

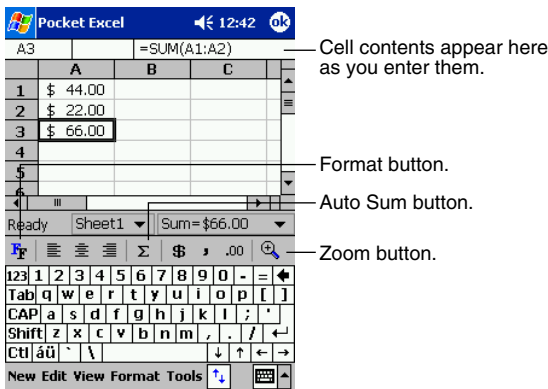
# Pocket Excel

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 Pocket PC, or you can copy workbooks from your desktop computer to your Pocket PC. Synchronize workbooks between your desktop computer and your Pocket PC so that you have the most up-to-date content in both locations.

Use Pocket Excel to create workbooks, such as expense reports and mileage logs. To create a new file, tap  **Programs, Pocket Excel**, and then **New**. A blank workbook appears. Or, if you've selected a template for new workbooks in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one workbook at a time; when you open a second workbook, you'll be asked to save the first. You can save a workbook you create or edit in a variety of formats, including Pocket Excel (.pxl) and Excel (.xls).

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

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



- If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook, tap **Edit**, and then **Password**. Every time you open the workbook, you will need to enter the password, so choose one that is easy for you to remember but hard for others to guess.




## Tips for Working in Pocket Excel

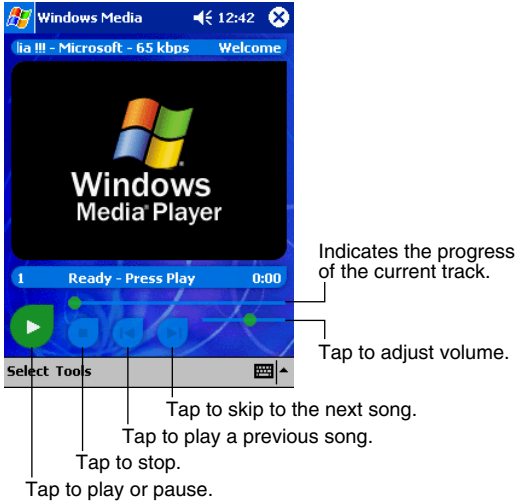
Note the following when working in large worksheets in Pocket Excel.

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

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


# 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 Pocket PC or on a network. To switch to Windows Media Player for Pocket PC, tap , **Programs**, and then tap **Windows Media**.



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

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

-  You can use the optional Remote Control Earphone (JK-840HE) with Windows Media Player. To enable the Remote Control Earphone Buttons, use **Settings** → **Remote Control Earphone** to configure initial default settings.

# 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, where you can tap them in the list to open them.

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

- Page through the book by using the Up/Down control on your 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 you'll need to use the software. To open the Guidebook, tap **Help** on the Reader command bar. Or, on a book page, tap and hold on the book title, and then tap **Help** on the pop-up menu.

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

## Getting Books on Your Pocket PC

You can download book files from the Web. Just visit your favorite eBook retailer and follow the instructions to download the book files. Sample books and a dictionary are also included in the MSReader folder in the Extras folder on the Pocket PC Companion CD. Use ActiveSync to download the files from your desktop computer to your Pocket PC as described in the Read Me file in the MSReader folder.

## Using the Library

The Library is your Reader home page; it displays a list of all books stored on your Pocket PC or storage card.

To open the Library:

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

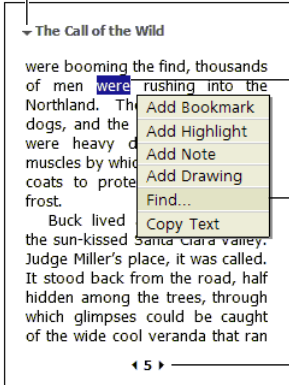
To open a book, tap its title in the Library list.



# Reading a Book

Each book consists of a cover page, an optional table of contents, and the pages of the book. Navigation options are listed in the bottom portion of the cover page. The first time you open a book, you'll probably want to go to the first page or to the table of contents, if there is one. Subsequently, whenever you open the book, you'll be automatically taken to the last page read. In addition to the text, each book page includes a page number and book title.

Tap to select a navigation option.



Drag to select text and then tap an option.

Tap arrows to turn the page, or tap and hold page # to bring up page riffle.

You can also page through a book by using the Action control on your Pocket PC.

## Using Reader Features

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

Select text by dragging across the text on the page. Then, tap an option on the pop-up menu, as described 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. The Reader finds the text and highlights it on the page. Tap outside the Find box to close it. To return to your original page, tap the title and then tap **Return** on the pop-up menu.
- **Copy Text.** You can copy text from books that support this feature into any program that accepts text. On a book page, select the text you want to copy. Then, tap **Copy Text** on the pop-up menu. The text can be pasted into the program of your choice.
- **Bookmarks.** When you add a bookmark to a book, a color-coded bookmark icon appears in the right margin. You can add multiple bookmarks to a book. Then, from anywhere in the book, you can tap the bookmark icon to go to the bookmarked page.
- **Highlights.** When you highlight text, it appears with a colored background, just as if you used a marker pen.
- **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 in the left margin. You can show or hide the note by tapping the icon.
- **Drawings.** When you add a drawing, a drawing icon appears in the bottom-left corner of the page, and drawing tools appear across the bottom of the page. Draw by dragging your stylus.



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

## Removing a Book

When you've finished reading a book, you may want to delete it to conserve space on your Pocket PC. 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 Pocket PC, tap and hold the title in the Library list and then tap **Delete** on the pop-up menu.

# Chapter 6: MSN Messenger

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

- 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 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 a Microsoft Exchange account, you are ready to set up your account.

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

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

## Setting Up

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

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

1. In the **Tools** menu, tap **Options**.
2. 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.

- 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.



— Tap a contact to start a chat.

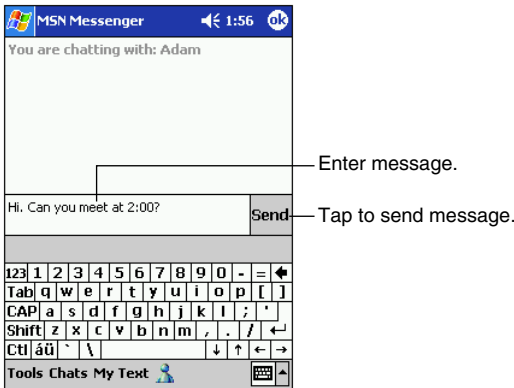
— Tap and hold to display a pop-up menu of actions.

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

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

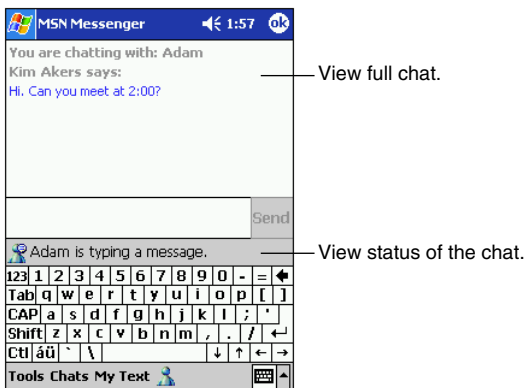
## Chatting with Contacts

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



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

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




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

# Chapter 7: Pocket Internet Explorer

Use Microsoft® Pocket Internet Explorer to view Web or WAP pages in either of the following two ways.

- During synchronization with your desktop computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder in Internet Explorer on the desktop computer.
- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you'll need to create the connection first, as described in Chapter 8.

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

## The Mobile Favorites Folder

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

## Favorite Links

During synchronization, the list of favorite links in the Mobile Favorites folder on your desktop computer is synchronized with Pocket Internet Explorer on your Pocket PC. Both computers are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your Pocket PC, and you will need to connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on the 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 Pocket PC. Synchronizing mobile favorites downloads Web content to your Pocket PC so that you can view Web 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** and then **Create Mobile Favorite**.
2. To change the link name, enter a new name in the **Name** box.
3. Optionally, in **Update**, select a desired update schedule.
4. Click **OK**. Internet Explorer downloads the latest version of the Web 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 and then click **Properties**. On the **Download** tab, specify the number of links deep you want to download. To conserve Pocket PC memory, only go one level deep.
6. Synchronize your Pocket PC and desktop computer. Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer are downloaded to your Pocket PC.



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

### To save Pocket PC memory

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

- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds, or stop some mobile favorites from being downloaded to the Pocket PC. For more information, see ActiveSync Help.
- Limit the number of downloaded linked pages. In Internet Explorer on the desktop computer, right-click the mobile favorite you want to change and then **Properties**. On 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 Pocket PC. Then, you synchronize your Pocket PC 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 the desktop computer, turn on synchronization for the AvantGo information type.
2. In Pocket Internet Explorer on your Pocket PC, tap the **Favorites** button to display your list of favorites.
3. Tap the AvantGo Channels link.
4. Tap the **Activate** button.
5. Follow the directions on the screen. You will need to synchronize your Pocket PC with your desktop computer and then tap the **My Channels** button to complete the AvantGo setup.

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

# Using Pocket Internet Explorer

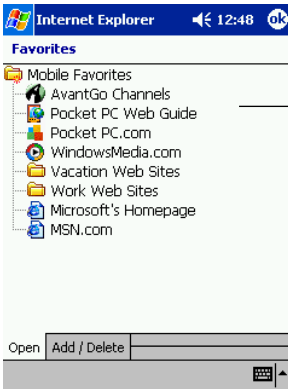
You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your Pocket PC without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web.



Hide pictures button.  
Favorites button.  
Home button.  
Refresh button.

## To view mobile favorites and channels

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



Tap the favorite you want to view.

Tap to add or delete a folder or favorite link.

2. Tap the page you want to view.

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

## To browse the Internet:

1. Set up a connection to your ISP or corporate network using **Connections**, as described in Chapter 8.
2. To connect and start browsing, do one of the following:
  - Tap the Favorites button, and then tap the favorite you want to view.
  - Tap **View** and then **Address Bar**. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap **Go**. Tap the arrow to choose from previously entered addresses.
    - To add a favorite link while using the Pocket PC, go to the page you want to add, tap and hold on the page, and tap **Add to Favorites**.

# Chapter 8: Getting Connected

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

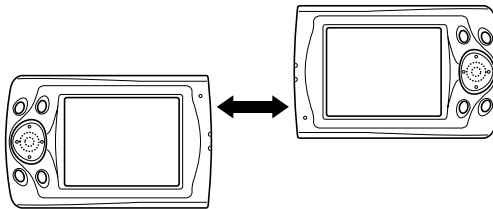
- Use the infrared (IR) port on your device to send and receive files between two devices. If this is the method you want to use, see the following section “Transfer Items Using Infrared.”
- Connect to your Internet service provider (ISP). Once connected, you can send and receive e-mail messages by using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

## Transfer Items Using Infrared

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


### To send information

1. Switch to the program where you created the item you want to send and locate the item in the list.
2. Align the IR ports so that they are unobstructed and within a close range.



- The two infrared ports should be within about 20cm from each other.

3. Tap and hold the item, and tap **Beam Item** on the pop-up menu.

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

### To receive information

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


## Connect to the Internet

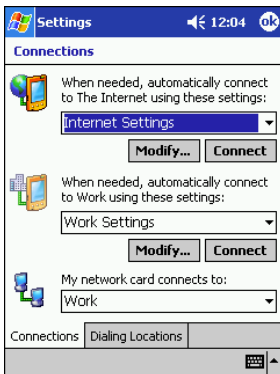
You can connect to your ISP, and use the connection to send and receive e-mail messages and view Web or WAP pages.

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

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

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

1. Obtain the following information from your ISP: ISP dial-up access telephone number, user name, password, and TCP/IP settings. Some ISPs require information in front of the user name, such as *MSN/username*.
2. 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 an external modem to your Pocket PC through the serial port.
3. Tap  and then **Settings**. In the **Connections** tab, tap **Connections**. Under The Internet settings, select **Internet Settings** and tap **Modify**.





4. In the **Modem** tab, tap **New**.
5. Enter a name for the connection, such as “ISP Connection.”
6. In the **Select a modem** list, select your modem type. If your modem type does not appear, try re-inserting the modem card. If you are using an external modem that is connected to your 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** and then the **TCP/IP** tab, and enter the address. When finished, tap **OK** and then **Next**.
8. Enter the access phone number, and tap **Next**.
9. Select other desired options, and tap **Finish**.
10. In the **Dialing Locations** tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

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

- Send and receive e-mail messages by using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see “Connect Directly to an E-mail Server,” later in this chapter.
- Visit Web and WAP pages by using Pocket Internet Explorer. For more information, see Chapter 7.
- Send and receive instant messages with MSN Messenger. For more information, see Chapter 6.

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

1. You do not need to create a new connection on your Pocket PC. Instead, you must purchase and configure an Ethernet card that is compatible with your Pocket PC.
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 settings later, tap  and then **Settings**. In the **Connections** tab, tap **Network**, tap the adapter you want to change, and then tap **Properties**.)
5. Connect the Ethernet card to the network by using a network cable. For information, see your owner’s manual.
6. Tap , **Settings**, **Connections** tab, and then **Connections**. From the **My network card connects to** list, select **The Internet**.


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

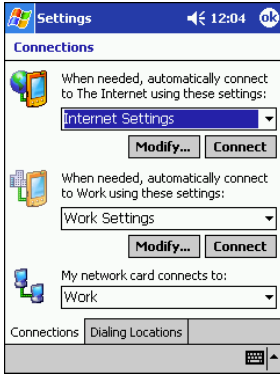
## Connect to Work

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

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

## To create a modem connection to a network:

1. Get the following information from your network administrator: dial-up access telephone number, user name, password, domain name, and TCP/IP settings.
2. If your device does not have a built-in modem, install a modem card.
3. Tap  and then **Settings**. In the **Connections** tab, tap **Connections**. Under The Work settings, select **Work Settings** and tap **Modify**.






4. In the **Modem** tab, tap **New**.
5. Enter a name for the connection, such as “Company Connection.”
6. In the **Select a modem** list, select your modem type. If your modem type does not appear, try reinserting the modem card. If you are using an external modem that is connected to your device with a cable, **select Hayes Compatible on COM1**.
7. You should not need to change any settings in **Advanced**. Most servers now use a dynamically-assigned address. If the server you are connecting to does not use a dynamically-assigned address, tap **Advanced** and then the **TCP/IP** tab and enter the address. When finished, tap **OK** and then **Next**.
8. Enter the access phone number, and tap **Next**.
9. Select other desired options, and tap **Finish**.
10. In the **Dialing Locations** tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

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

- Send and receive e-mail messages by using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see “Connect Directly to an E-mail Server,” later in this chapter.
- Visit Internet or intranet Web or WAP pages by using Pocket Internet Explorer.
- Send and receive instant messages with MSN Messenger. For more information, see Chapter 6.
- Synchronize. For more information, see ActiveSync Help on the desktop computer.


## To create an Ethernet connection to a network:

1. You do not need to create a new connection on your Pocket PC. Instead, you must purchase and configure an Ethernet card that is compatible with your Pocket PC.
2. Get 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 settings later, tap  and then **Settings**. On the **Connections** tab, tap **Network**, tap the adapter you want to change, and then tap **Properties**.)
5. Connect the Ethernet card to the network by using a network cable. For information, see your owner's manual.
6. Tap , **Settings**, **Connections** tab, and then **Connections**. From the **My network card connects to** list, select **Work**.
7. If you want to synchronize your device, tap , and then ActiveSync. In the Tools menu, tap Options. In the PC tab, select Include PC when synchronizing remotely and connect to, and select your computer's name. Remote synchronization with a 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 the desktop computer.

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

## End a Connection

To disconnect, do one of the following:

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

## Connect Directly to an E-mail Server

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


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

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




### To set up an e-mail service:

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

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

## Get Help on Connecting

More information on the procedures described here, as well as information on additional procedures, can be found in the following locations:

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

# Appendix: Troubleshooting

## Reset the Pocket PC and clear memory

### To reset the Pocket PC

If your Pocket PC responds slowly, stops responding as expected, or “freezes,” try resetting it. A reset causes the Pocket PC to restart and re-adjust memory allocation. Unsaved data in open windows may be lost.

- Use the stylus to press and hold the Reset button for about two seconds.

### To clear memory

If you forget your Pocket PC password or want to clear all data from your Pocket PC and return it to the factory settings, clear memory.

**Warning:** Clearing memory deletes all data and restores the Pocket PC to its default settings. Programs installed at the factory remain, while data you have created and programs you have installed are erased.

1. Turn the Pocket PC on.
2. Press and hold the Power button, and use the stylus to press and hold the Reset button for about two seconds.
3. If a message appears on the screen, confirm that you want to clear memory.

-or-

Remove the main and backup batteries, wait 5 minutes, and then reinsert them.

- Use ActiveSync to keep a backup of your Pocket PC data so that if you need to clear memory, you can restore the data on your Pocket PC. For more information, see ActiveSync Help.

## Batteries lose power


When batteries are low, you will see a battery icon in the navigation bar. Replace or recharge low batteries as soon as possible. When main battery is discharged, your data will be preserved by the backup battery. If the backup battery is low, you run the risk of losing the data on your Pocket PC. You want your Pocket PC battery charge to last as long as possible, especially when you're on the road. Under normal conditions, you can get many hours of use from a single set of batteries or from a full charge. Here are a few tips to help you get the most from them.

### Use external power whenever possible


Use the AC adapter to plug your Pocket PC into external power whenever possible, especially when:

- Establishing a remote connection (some modems use a lot of power).
- Using the backlight feature of your Pocket PC display.
- Connecting to a desktop computer.
- Letting the notification light flash for extended periods.


## Shorten auto-suspend time

While on battery power, your Pocket PC automatically suspends operation if you haven't touched the hardware buttons or used the stylus for a specified period. Maximize battery life by shortening the time. Tap  and then **Settings**. On the **System** tab, tap **Power**, and then adjust the **On battery power** setting.

## Turn off sounds you don't need

The Pocket PC produces sounds in response to a number of events, such as warnings, appointments, and screen taps or hardware-button presses. To optimize battery life, turn off any sounds you don't need. Tap  and then **Settings**. On the **Personal** tab, tap **Sounds & Notifications** and clear check boxes on the **Volume** and **Notifications** tabs.

## Turn off notification light

Tap  and then **Settings**. On the **Personal** tab, tap **Sounds & Notifications**. On the **Notifications** tab, clear the Flash light for check box.





# If you forget your password


If you forget your password, you'll need to clear memory on the Pocket PC. See "Reset the Pocket PC and clear memory," earlier in this appendix.

# If you run out of Pocket PC memory


Memory on your Pocket PC is shared between storage memory and program memory. Storage memory is used to store the information you create and programs you install. Program memory is used to run programs on your Pocket PC. The Pocket PC automatically manages the allocation between storage and program memory. However, in some situations, such as when memory is low, the Pocket PC may not be able to automatically adjust the allocation. If you receive a message stating that storage or program memory is unavailable, try the following solutions.

## Storage memory

- Move data to a storage card.
  - Tap , **Programs**, and then **File Explorer**. Tap and hold the file you want to move, and tap **Cut**. Browse to the My Documents folder in the storage card folder, tap **Edit**, and then tap **Paste**. Files stored in folders other than My Documents or stored in subfolders within subfolders in My Documents may not show up in the list view of some programs. When using Notes, Pocket Word, or Pocket Excel, you can also move files by opening the item and tapping **Tools** or **Edit** and then **Rename/Move**.
  - Move e-mail attachments. In Inbox, tap **Tools** and then **Options**. On the **Storage** tab, select **Store attachments on storage card**. All attachments are moved to the storage card, and new attachments are automatically stored on the storage card.
  - Set programs such as Notes, Pocket Word, and Pocket Excel to automatically save new items on the storage card. In the program, tap **Tools** and then **Options**.
- If you are copying files from your desktop computer or another Pocket PC to your Pocket PC, try adjusting the slider in the **Memory** setting. Tap  and then **Settings**. On the **System** tab, tap **Memory** and check whether the slider can be adjusted manually before copying files.
- Delete unnecessary files. Tap , **Programs**, and then **File Explorer**. Tap and hold the file, and then tap **Delete** on the pop-up menu. To find your largest files, tap  and then **Find**. In the **Type** list, tap **Larger than 64 KB**, and then tap **Go**.

- In Internet Explorer options, delete all files and clear history. In Internet Explorer, tap **Tools** and then **Options**. Tap **Delete Files** and **Clear History**.
- Remove programs you no longer use. Tap  and then **Settings**. On the **System** tab, tap **Remove Programs**. Tap the program you want to remove and then **Remove**.
- Clear program memory as described in the following section. This will free some program memory so that it can be allocated to storage memory.

## Program memory

- Stop programs you are not currently using. In most cases, programs automatically stop to free needed memory. However, in some situations, such as when confirmation dialog boxes are waiting for a user response, the program may not be able to automatically stop. To check the state of your active programs, tap  and then **Settings**. On the **System** tab, tap **Memory** and then the **Running Programs** tab. Tap the program you want to view and then tap **Activate**. Close any open windows or messages and return the program to list view. If this doesn't work, you can stop the program manually. First, make sure that your work is saved by closing open items and returning the program to list view. Then, stop the program by tapping **Stop** or **Stop All** on the **Running Programs** tab.
- Clear storage memory as described in the preceding section. This will free some storage memory so that it can be allocated to program memory.
- Reset your Pocket PC, as described in “Reset the Pocket PC and clear memory,” earlier in this appendix.

## Screen freezes or responds slowly

Reset your Pocket PC. See “Reset the Pocket PC and clear memory,” earlier in this appendix.

## Screen is blank

If the Pocket PC doesn't respond when you briefly press the Power button, press and hold the button for a full second. If that doesn't work:

- Make sure your battery cover is locked and all expansion slots are secured.
- Plug the Pocket PC into AC power.
- Change or recharge the main batteries and backup battery.
- Adjust the display brightness. While holding down the Action control, press right or left cursor buttons to adjust the brightness.
- Adjust the display contrast. While holding down the Action control, press up or down cursor buttons to adjust the contrast.
- Reset the Pocket PC. See “Reset the Pocket PC and clear memory” earlier in this appendix.

## Screen is dark


Prolonged exposure to direct sunlight may cause your Pocket PC screen to temporarily darken. This is normal for LCD screens and is not permanent.

## Screen is hard to read

If you're having a hard time viewing a document in Notes, try changing the size of the view. To do this, tap a zoom percentage on the **Tools** menu. In Pocket Word and Pocket Excel, on the **View** menu, tap **Zoom** and then select a zoom percentage. In Pocket Internet Explorer, on the **View** menu, tap **Text Size** and then select a size.

If you're having a hard time viewing Pocket Outlook data, try enlarging the display font. To do this within Calendar, Tasks, or Contacts, tap **Tools**, then **Options**, and then select Use large font.

## Inaccurate response to stylus taps

Adjust the touch screen to respond more accurately to screen taps. Tap  and then **Settings**. On the **System** tab, tap **Align Screen**. You can also launch the touch screen alignment procedure by holding down the Power button and pressing the Action control.

## Slow or no response

Reset the Pocket PC. See "Reset the Pocket PC and clear memory," earlier in this appendix.

## Infrared (IR) connection problems


If you are unable to use IR to transfer information, try the following:


- Transfer only one file or no more than 25 contact cards at a time.
- Orient the IR ports so there is a straight, unobstructed path between, and so they are no further than 20cm apart.
- Make sure nothing is between the two IR ports.
- Adjust the room lighting. Some types of light interfere with IR connections. Try moving to a different location or turning off some lights.

## Modem connection problems



You may encounter the following problems when using a modem. Additional troubleshooting information is available in Connections Help on the Pocket PC and ActiveSync Help on the desktop computer.

### Can't dial out


- Remove your Pocket PC from the cradle or disconnect the cable. You cannot connect using a modem if your Pocket PC has an active connection with the desktop computer.
- Verify that the modem is firmly seated and connected to your Pocket PC and the telephone jack.
- Make sure the telephone line is analog. (Analog telephone lines transmit data in analog instead of digital form. Your home telephone line is most likely analog, while office telephone lines are often digital.)
- If you create a modem connection for an external modem, select **Hayes Compatible on COM1** as your modem. If you are using a modem card, select the modem card as your modem.
- To use an external modem, you need to use a NULL modem cable and appropriate adapters to connect the external modem to your Pocket PC.
- Make sure the modem is waiting for a dial tone. Tap  and then **Settings**. On the **Connections** tab, tap **Connections**. Under The Internet settings or Work settings, select your setting and tap **Modify**. Tap your connection and tap **Next** twice. Make sure **Wait for dial tone before dialing** is selected.

- For international calls, allow more time for the call to go through. Tap  and then **Settings**. On the **Connections** tab, tap **Connections**. Under The Internet settings or Work settings, select your setting and tap **Modify**. Tap your connection and tap **Next** twice. Clear **Cancel the call if not connected within** or increase the number of seconds allowed.

### Can dial out but can't make a proper connection



- Make sure the network to which you are trying to connect supports the Point-to-Point Protocol (PPP). Your Internet service provider or network administrator can verify this.
- Verify that the location is correct. Tap  and then **Settings**. On the **Connections** tab, tap **Connections**. On the **Dialing Locations** tab, make sure that **Location** reflects your current location. Tap **Dialing Patterns** to make sure the correct sequence of numbers is being dialed. For information on dialing patterns, see Connections Help on the Pocket PC.
- Verify that you are using the right phone number for the modem you are trying to reach. Tap  and then **Settings**. On the **Connections** tab, tap **Connections**. Under The Internet settings or Work settings, select your setting and tap **Modify**. Tap your connection and then **Next** and double-check the phone number you are trying to reach.

### Connection is unreliable

- Make sure the modem is firmly seated and connected to your Pocket PC and the telephone jack.
- Disable call waiting. Tap  and then **Settings**. On the **Connections** tab, tap **Connections**. On the **Dialing Locations** tab, select **Disable call waiting**. Then enter the disable code specified by your telephone company.




## Network connection problems

The following solutions may help if you encounter problems when using a network card for network connections. Additional troubleshooting information is available in Connections Help on the Pocket PC and ActiveSync Help on the desktop computer.

- Verify that you have an Ethernet card that is compatible with your Pocket PC.
- Verify that you have added necessary server information. Tap  and then **Settings**. On the **Connections** tab, tap **Network Adapters**. Tap your installed adapter (usually your Ethernet card's name), tap **Properties**, and enter any necessary information. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so.
- If **Network Connection** isn't listed as a connection method in the **ActiveSync** dialog box when starting synchronization, wait a few minutes and try again. Also, if synchronization does not start right away, the network is probably busy, and it may take a minute for your Pocket PC to connect to the network.
- Make sure that the proper drivers for your card are installed on the Pocket PC. For more information, see the owner's manual for the network card.
- Verify with your network administrator that your user name and password are correct.
- Verify with your network administrator that the network you are trying to connect to is available, or try to connect to it from another computer.
- You may need to change the Pocket PC name if you are trying to connect to a network and cannot because another Pocket PC with the same name is already connected. To change the Pocket PC name, tap  and then **Settings**. On the **System** tab, tap **About**, and then the **Pocket Device ID** tab.

# Cable and cradle connection problems

The following solutions may help if you encounter problems when connecting to your desktop computer. Additional troubleshooting information is available in Connections Help on the Pocket PC and ActiveSync Help on the desktop computer.

- Ensure the Pocket PC is turned on.
- If a modem or Ethernet card is inserted into your Pocket PC, remove it.
- Ensure that you do not have any other active connections. Tap  and then **Today**. Tap  or  at the bottom of the screen and then **Disconnect**.
- Ensure the cable is securely plugged into the COM port or USB port on your desktop computer. Use the cable that came with the Pocket PC without any extra cables or extenders attached.
- Plug the other end of the cable securely into the correct port on your Pocket PC. If you are using a cradle, push your Pocket PC securely into the cradle.

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