



**Intermec**



# User's Manual



## CN3 Mobile Computer

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# Before You Begin

This section provides you with safety information, technical support information, and sources for additional product information.

## Safety Information

Your safety is extremely important. Read and follow all warnings and cautions in this document before handling and operating Intermec equipment. You can be seriously injured, and equipment and data can be damaged if you do not follow the safety warnings and cautions.

This section explains how to identify and understand dangers, warnings, cautions, and notes that are in this manual..



**A warning alerts you of an operating procedure, practice, condition, or statement that must be strictly observed to avoid death or serious injury to the persons working on the equipment.**



**A caution alerts you to an operating procedure, practice, condition, or statement that must be strictly observed to prevent equipment damage or destruction, or corruption or loss of data.**



**Note:** Notes either provide extra information about a topic or contain special instructions for handling a particular condition or set of circumstances.

## Global Services and Support

### Warranty Information

To understand the warranty for your Intermec product, visit the Intermec web site at [www.intermec.com](http://www.intermec.com) and click **Service & Support**. The Intermec Global Sales & Service page appears. From the Service & Support menu, move your pointer over **Support**, and then click **Warranty**.

Disclaimer of warranties: The sample code included in this document is presented for reference only. The code does not necessarily represent complete, tested programs. The code is provided “as is with all faults.” All warranties are expressly disclaimed, including the implied warranties of merchantability and fitness for a particular purpose.

### Web Support

Visit the Intermec web site at [www.intermec.com](http://www.intermec.com) to download our current manuals (in PDF). To order printed versions of the Intermec manuals, contact your local Intermec representative or distributor.

Visit the Intermec technical knowledge base (Knowledge Central) at [intermec.custhelp.com](http://intermec.custhelp.com) to review technical information or to request technical support for your Intermec product.

## Telephone Support

These services are available from Intermec Technologies Corporation.

| Service                 | Description                                                                                                                                                                          | In the U.S.A. and Canada, call 1-800-755-5505 and choose this option |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Order Intermec products | <ul style="list-style-type: none"><li>Place an order.</li><li>Ask about an existing order.</li></ul>                                                                                 | 1 and then choose 2                                                  |
| Order Intermec media    | Order printer labels and ribbons.                                                                                                                                                    | 1 and then choose 1                                                  |
| Order spare parts       | Order spare parts                                                                                                                                                                    | 1 or 2 and then choose 4                                             |
| Technical Support       | Talk to technical support about your Intermec product.                                                                                                                               | 2 and then choose 2                                                  |
| Service                 | <ul style="list-style-type: none"><li>Get a return authorization number for authorized service center repair.</li><li>Request an on-site repair technician.</li></ul>                | 2 and then choose 1                                                  |
| Service contracts       | <ul style="list-style-type: none"><li>Ask about an existing contract.</li><li>Renew a contract.</li><li>Inquire about repair billing or other service invoicing questions.</li></ul> | 1 or 2 and then choose 3                                             |

Outside the U.S.A. and Canada, contact your local Intermec representative. Click **Contact** from the Intermec web site to search for your representative.

## Who Should Read this Manual

This manual is written for the person who is responsible for installing, configuring, and maintaining the CN3 Computer.

This document provides you with information about the features of the CN3 Computer, and how to install, configure, operate, maintain, and troubleshoot it.

Before you work with the CN3 Computer, you should be familiar with your network and general networking terms, such as IP address.

## Related Documents

This table contains a list of related Intermec documents and their part numbers.

The Intermec web site at [www.intermec.com](http://www.intermec.com) contains our documents (as PDF files) that you can download for free.

| Document Title                                | Part Number |
|-----------------------------------------------|-------------|
| CN3 Mobile Computer Quick Start Guide         | 962-054-115 |
| Intermec Computer Command Reference Manual    | 073529      |
| TE 2000 Terminal Emulation Programmer's Guide | 977-055-008 |

### To download documents

- 1 Visit the Intermec web site at [www.intermec.com](http://www.intermec.com).
- 2 Click **Service & Support > Manuals**.
- 3 In the **Select a Product** field, choose the product whose documentation you want to download.

To order printed versions of the Intermec manuals, contact your local Intermec representative or distributor.

## Patent Information

This product is protected by one or more of the following patents: 4882476; 4894523; 4953113; 4961043; 4970379; 4988852; 5019699; 5021642; 5038024; 5081343; 5095197; 5144119; 5144121; 5182441; 5187355; 5187356; 5195183; 5216233; 5216550; 5195183; 5195183; 5218191; 5227614; 5233172; 5241488; 5243602; 5258606; 5278487; 5288985; 5308966; 5322991; 5331136; 5331580; 5342210; 5349678; 5359185; 5371858; 5373478; 5389770; 5397885; 5410141; 5414251; 5416463; 5442167; 5464972; 5468947; 5468950; 5477044; 5486689; 5488575; 5500516; 5502297; 5504367; 5508599; 5514858; 5530619; 5534684; 5536924; 5539191; 5541419; 5548108; 5550362; 5550364; 5565669; 5567925; 5568645; 5572007; 5576529; 5592512; 5594230; 5598007; 5608578; 5616909; 5619027; 5627360; 5640001; 5657317; 5659431; 5671436; 5672860; 5684290; 5719678; 5729003; 5742041; 5761219; 5764798; 5777308; 5777309; 5777310; 5786583; 5793604; 5798509; 5798513; 5804805; 5805807; 5811776; 5811777; 5818027; 5821523; 5828052; 5831819; 5834753; 5834749; 5837987; 5841121; 5842070; 5844222; 5854478; 5862267; 5869840; 5873070; 5877486; 5878395; 5883492; 5883493; 5886338; 5889386; 5892971; 5895906; 5898162; 5902987; 5902988; 5912452; 5923022; 5936224; 5949056; 5969321; 5969326; 5969328; 5979768; 5986435; 5987192; 5987499; 5992750; 6003775; 6012640; 6016960; 6018597; 6024289; 6034379; 6036093; 6039252; 6064763; 6075340; 6095422; 6097839; 6102289; 6102295; 6109528; 6119941; 6128414; 6138915; 6149061; 6149063; 6152370; 6155490; 6158661; 6164542; 6164545; 6173893; 6195053; 6234393; 6234395; 6244512; 6249008; 6328214; 6330975; 6345765; 6356949; 6367699; 6375075; 6375076; 6375344; 6431451; 6435411; 6484944; 6488209; 6497368; 6532152; 6538413; 6539422; 6621942; 6641046; 6681994; 6687403; 6688523; 6732930

### Docking Station/Device

5052943; 5195183; 5317691; 5331580; 5544010; 5644471

There may other U.S. and foreign patents pending.



# 1 Using the Computer

This chapter introduces the CN3 Mobile Computer, developed by Inter-mec to enhance wireless connectivity needs and contains hardware and software configuration information to assist you in making the most out of your CN3 Computer.



**Note:** Desktop icons and applet icons are shown to the left. Any place that **Start** is mentioned, tap the following Windows icon in the top, left corner of your CN3 desktop.



## Introducing the CN3 Mobile Computer

The Intermec CN3 Mobile Computer is a small, ergonomically designed mobile computer built on the Microsoft® Windows® Mobile 5.0 operating system. It is a lightweight, easy-to-use, reliable computer that runs client/server applications, terminal emulation applications, as well as browser-based applications.



The CN3 Computer is available with the following:

- 802.11b/g radio option
- Bluetooth - \*Bluetooth is a trademark owned by Bluetooth SIG, Inc., USA
- 128MB SDRAM - no loading option
- Disk on Chip (128MB)
- EA11, EA11HD, or color camera
- GPRS/GSM or CDMA radio options
- Single Dock options: attach to USB port on dock, USB-to-Ethernet dongle, or USB-to-Modem dongle
- Vehicle Dock: USB adapter cable or USB-to-RS232 adapter cable

Use this manual to understand how to use the features and options available on the CN3 Computer.



CN3 Computers with an IEEE 802.11b/g radio installed are Wi-Fi® certified for interoperability with other 802.11b/g wireless LAN devices.

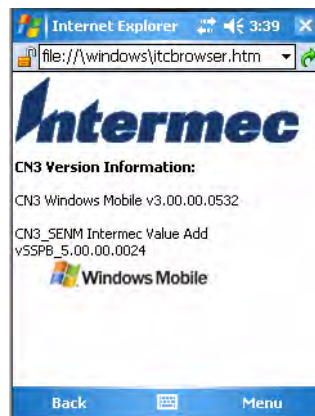
## Learning Software Build Versions

The SmartSystems Platform Bundle (SSPB) is an area of storage embedded in a section of the system's FLASH memory. This storage area is not erased when a clean-boot is performed. It may, however, be erased during the reflashing process. In addition to storing applications and data files, you do have the option to store a persistent registry to the SSPB region.

To check to see if your CN3 Computer has the latest SSPB or operating system build, do the following:



- 1 Select **Start > Internet Explorer > the Intermec logo**.
- 2 Note the information beneath the **CN3 Version Information** title.



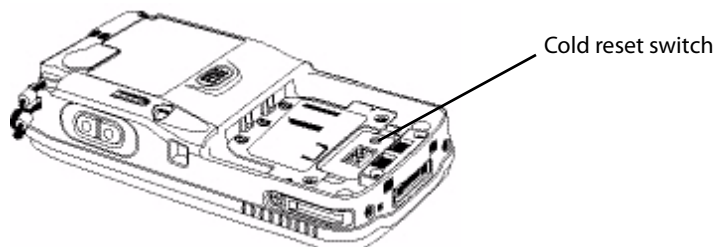
- 3 Tap the **Close** icon in the top right corner to exit the Internet Explorer.

## Resetting Your CN3 Computer

In cases where the CN3 Computer completely stops responding, an application is locked up and does not respond, when you upgrade the firmware, or when you reflash the CN3 Computer, it may be necessary to perform a clean-boot. *Note that this will erase the memory in the CN3 Computer.*

### To perform a clean-boot

- 1 Press the power switch to suspend the CN3 Computer, then remove the battery pack from the back of the CN3 Computer.
- 2 Simultaneously press the power switch in front and (with a stylus) the cold reset switch in the battery cavity in the back.



## Scanning Bar Codes

Use the scanner to scan and enter bar code data. The type of scanner you are using and the type of bar code you are decoding determines the way you scan the bar code. The CN3 Computer supports scanning 2D images.

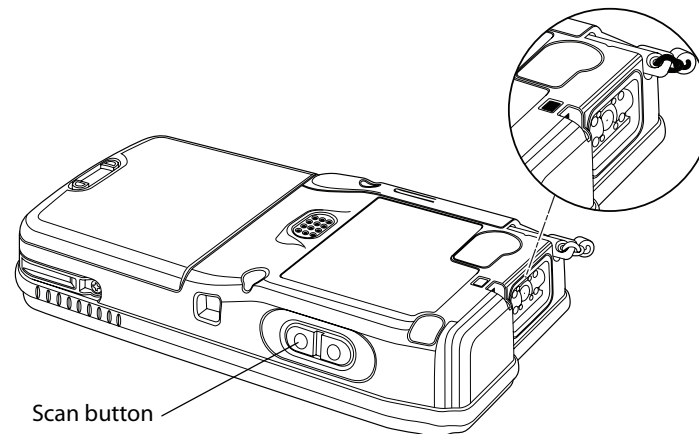
When you unpack the CN3 Computer, the following bar code symbologies are enabled:

- Code 39
- Code 128
- UPC-A
- UPC-E
- EAN-8
- EAN-13
- Datamatrix

If you are using bar code labels that are encoded in a different symbology, you need to enable the symbology on the computer. Use the Intermec Settings applet to enable and disable symbologies for your scanner. See the *Intermec Computer Command Reference Manual* available from the Intermec web site at [www.intermec.com](http://www.intermec.com).

### Scanning with the 2D Area Imager

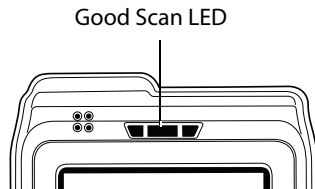
The CN3 Computer has the 2D area imager, which scans 2D bar code symbologies and supports omni-directional (360°) scanning where you can position the CN3 Computer in any orientation to scan a bar code label. Using the 2D imager is like taking a picture with a digital camera.



- 1 Press the power switch to turn on the CN3 Computer, point the scanner window a few inches from the bar code label, and hold steady.
- 2 Press the **Scan** button and center the red aiming beam over the bar code label. The aiming beam is smaller when the imager is closer to the bar code and larger when it is further away.



When the CN3 Computer successfully reads a bar code label, a high beep is emitted and the Scan LED lights briefly.



### 3 Release the **Scan** button.

If you have problems scanning a bar code with the 2D imager, try following some of these tips to improve the performance of your imager:

- Change to another predefined imager mode:
  - Select **1D** if only 1D labels are needed.
  - Select **1D and 2D Bright Environment** if scanning in high ambient light (such as outdoors in sunshine).
  - Select **1D and 2D Reflective Surface** if scanning glossy labels.
  - Select **1D and 2D Standard** for all other cases.
- Keep your hand as steady as possible while scanning a label.
- Position the imager as close to the bar code as possible while still being able to capture the entire bar code.
- Enable only the bar codes that you need to use every day.

Below are the minimum reading distances for CN3 Computers using the 2D area imager. When correctly mounted, an exit window reduces reading distances by about 4%.

#### **2D Area Imager Reading Distances with 0.04" Setbacks**

| <b>Symbology</b> | <b>Density</b> | <b>Near Distance</b> | <b>Far Distance</b> |
|------------------|----------------|----------------------|---------------------|
| MaxiCode         | 35 mil         | 4.98 cm/ 1.96"       | 33.92 cm/ 12.96"    |
| Datamatrix       | 15 mil         | 9.30 cm/ 3.66"       | 16.41 cm/ 6.46"     |
| PDF417           | 10 mil         | 7.77 cm/ 3.06"       | 22.76 cm/ 8.96"     |
|                  | 8 mil          | 8.28 cm/ 3.26"       | 20.22 cm/ 7.96"     |
|                  | 6.6 mil        | 11.33 cm/ 4.46"      | 15.77 cm/ 6.21"     |
| Code 39          | 15 mil         | 5.23 cm/ 2.06"       | 29.87 cm/ 11.76"    |
|                  | 10 mil         | 8.03 cm/ 3.26"       | 23.27 cm/ 9.16"     |
|                  | 8 mil          | 11.33 cm/ 4.46"      | 19.20 cm/ 7.56"     |
| UPC              | 13 mil         | 6.25 cm/ 2.46"       | 31.65 cm/ 12.46"    |

Use Intermec Settings to configure these imager commands. For more information on the commands and their parameters, see the *Intermec Computer Command Reference Manual* (P/N: 073529) available from the Intermec web site at [www.intermec.com](http://www.intermec.com).

## Reading Distances

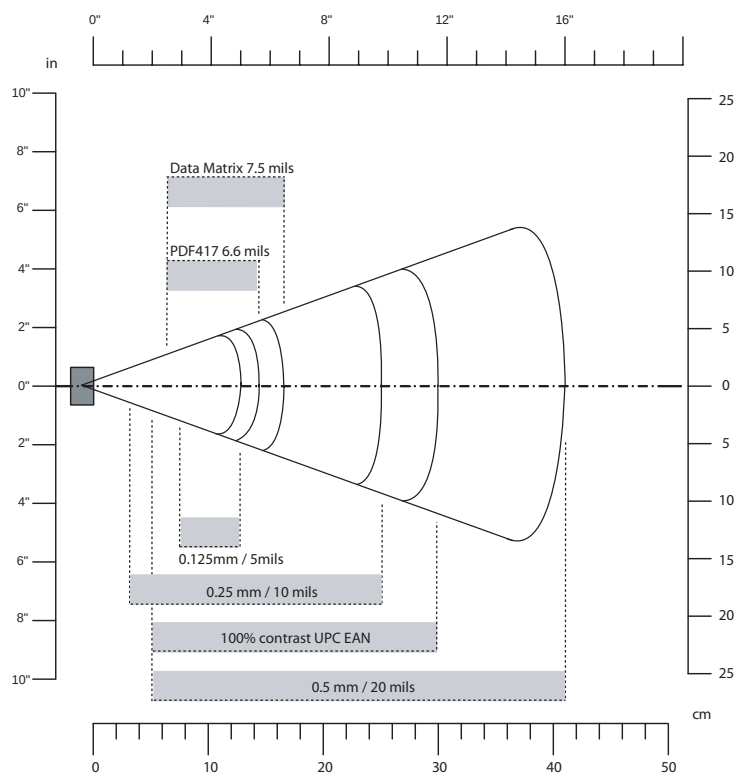
Typical reading distances are done in an office environment using office lights (4 lux). Minimum distances are measured in the dark (0 lux). Both reading distances are provided in respective scan engine integration guides. Contact your Intermec representative for more information.

The minimum standard reading distances for CN3 Computers built with integrated scan engines are shown on the next pages. When correctly mounted, an exit window reduces reading distances by about 4%.

### EA11 Standard Minimum Reading Distances with 0.04" Setbacks

| Symbology  | Density           | Minimum Distance | Maximum Distance |
|------------|-------------------|------------------|------------------|
| Code 39    | 0.125 mm/ 5 mil   | 7.26 cm/ 2.86"   | 12.09 cm/ 4.76"  |
|            | 0.20 mm/ 8 mil    | 3.96 cm/ 1.56"   | 20.98 cm/ 8.26"  |
|            | 0.25 mm/ 10 mil   | 3.45 cm/ 1.36"   | 25.04 cm/ 9.86"  |
|            | 0.50 mm/ 20 mil   | 4.98 cm/ 1.96"   | 40.28 cm/ 15.86" |
| UPC/EAN    | 0.33 mm/ 13 mil   | 4.98 cm/ 1.96"   | 29.92 cm/ 11.66" |
| Datamatrix | 0.191 mm/ 7.5mil  | 3.71 cm/ 2.46"   | 16.41 cm/ 6.46"  |
|            | 0.254 mm/ 10 mil  | 5.98 cm/ 1.96"   | 20.73 cm/ 8.16"  |
|            | 0.381 mm/ 15 mil  | *                | 27.58 cm/ 10.86" |
| PDF417     | 0.168 mm/ 6.6 mil | 6.25 cm/ 2.46"   | 13.87 cm/ 5.46"  |
|            | 0.254 mm/ 10 mil  | 4.47 cm/ 1.76"   | 21.74 cm/ 8.56"  |
|            | 0.381 mm/ 15 mil  | 4.98 cm/ 1.96"   | 33.43 cm/ 13.16" |

\* Minimum distance depends on symbology length and scan angle.



## Using the Batteries

The CN3 Computer uses a 8.0 Watt-hour standard pack or 14.0 Watt-hour extended pack replaceable Lithium-Ion (LiIon) battery. Standard packs are of 2.2 A Hr, 3.7 VDC; and extended packs are of 4.0 A Hr, 3.7 VDC. You must fully charge the battery before you can use the CN3 Computer. When you change the battery, a backup battery (super capacitor) maintains your status, memory, and real-time clock for at least 5 minutes.



Warning

**The battery used in this device may present a fire or chemical burn hazard if it is mistreated. Do not disassemble it, heat it above 100°C (212°F) or incinerate it.**



Caution

**If you fail to replace the battery immediately, you may lose important state or applications.**



**Note:** If the CN3 Computer is not on external power and the battery pack is removed, it will suspend when the battery pack is removed.

Dispose used battery packs promptly. Keep away from children. Contact your Intermec representative for replacement batteries.

Several factors determine the life of your battery such as extreme temperatures, input devices, and your usage.

The CN3 Computer contains an internal super capacitor, a temporary power storage device, that protects state for up to five minutes. This is to give you time to replace the battery pack before state is lost. *Be sure to put the computer in a suspend mode before doing so.*

## Charging and Installing the Battery

Make sure you fully charge either the standard or the extended battery pack before you install it in your CN3 Computer. If temperatures are within battery charging range, the standard battery pack takes four hours to charge; the extended battery pack takes five hours.

You can charge the battery pack using:

- a CN3 Quad Battery Pack Charger
- a CN3 Single Dock spare battery pack charge slot
- a CN3 Computer with external power applied

The charge/operating power can be applied to the CN3 Computer using any of the following. For more information on these accessories, see [“Accessories for the CN3 Computer” on page 18.](#)

- AC wall adapter
- a Magnetic Card Reader Snap-on
- a CN3 Single Dock
- a CN3 Multidock, either charge-only or Ethernet
- a Cigarette Lighter Adapter

To install the battery, insert the tabs on the charged battery into the CN3 Computer and snap the battery into place.

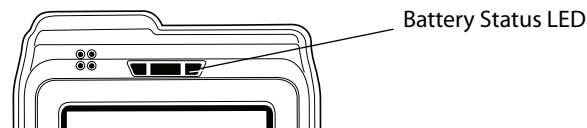
## Maximizing Battery Life

Below are things that you can do to maximize the life of your battery.

| When You Want To:                                                                               | Do This to Save Battery Power:                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operate the CN3 Computer and the Low Battery status icon appears or the Battery light comes on. | Press $\frac{1}{2}$ to turn off the CN3 Computer. Remove the battery and insert another fully charged battery as quickly as possible or you may lose state. Or, you can insert the CN3 Computer into a powered CN3 Quad Battery Charger. |
| Stop using the CN3 Computer for five minutes or longer.                                         | Make sure the low battery icon is not on the screen and that the Battery light is not turned on. Press $\frac{1}{2}$ to turn off the CN3 Computer.                                                                                       |
| Store CN3 Computers for more than a day.                                                        | Save your state and end your computer session, press $\frac{1}{2}$ to turn off the CN3 Computer, then insert a fully charged battery.                                                                                                    |

## Checking the Battery Status

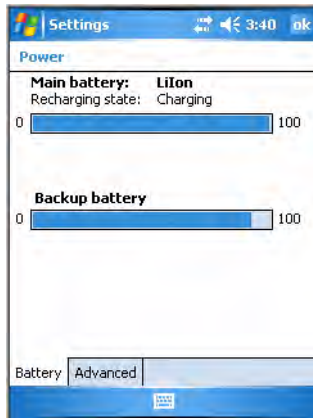
The Battery Status LED above your CN3 display, as shown in the following illustration, indicates the status of your battery. See the following table to understand the meanings of the lights emitted from the LED.



|               |                                                                                                 |
|---------------|-------------------------------------------------------------------------------------------------|
| Steady Green  | Battery is more than 95% charged and unit is on a charger.                                      |
| Blinking Red  | Battery is low.                                                                                 |
| Steady Red    | Main battery is on charge.                                                                      |
| Steady Yellow | The battery is either out of the unit or the pack temperature is too hot or too cold to charge. |



You can use the Power applet to view the status of this battery. Tap **Start** > **Settings** > the **System** tab > the **Power** icon, then tap the **Battery** tab.



**Note:** The **Backup battery** option shown in the **Battery** tab refers to the super capacitor used by the CN3 Computer to store energy.

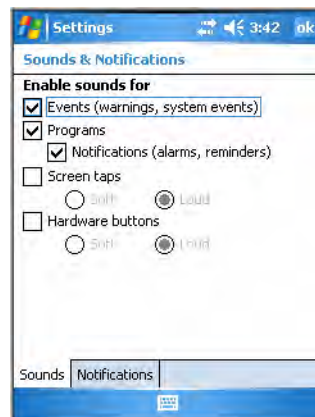
## Adjusting the Beeper

For information about setting volume levels for screen taps, ActiveSync alert noises, etc., tap **Start** > **Help**.

### Enabling the Beeper

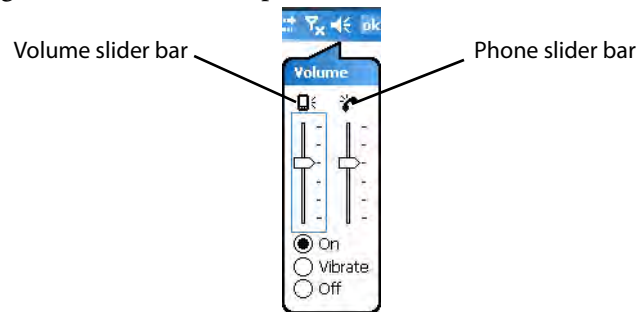


- 1 Tap **Start** > **Settings** > the **Personal** tab > the **Sounds & Notifications** icon, then tap the **Sounds** tab.
- 2 Check for which features the CN3 Computer should enable sounds, then tap **ok** to close.





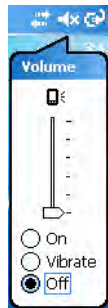
- 3 Tap the **Volume** icon at the top of the screen, tap **On**, then move the slider bar to your desired level. If your CN3 Computer comes with a phone, then be sure to use the left slider bar for the volume and the right slider bar for the phone.



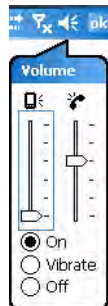
## Disabling the Beeper



To disable the beeper, tap the **Volume** icon, then drag the left slider to the bottom, or tap **Off**. *Note the change in the **Volume** icon.*



If your CN3 Computer has a built-in phone, tapping **Off** will disable both the beeper and the phone. To disable just the beeper, drag the left slider bar to its bottom position, like in the following illustration.



## Intermec Settings Applet

Use the Intermec Settings applet to gather, view, and update device configuration settings. Information about the settings you can configure with the Intermec Settings applet is in the *Intermec Computer Command Reference Manual* (P/N: 073529) available online at [www.intermec.com](http://www.intermec.com).

See the Data Collection Resource Kit in the Intermec Developer Library (IDL) for information about data collection functions. The IDL is available as a download from the Intermec web site at [www.intermec.com/idl](http://www.intermec.com/idl). Contact your Intermec representative for more information.



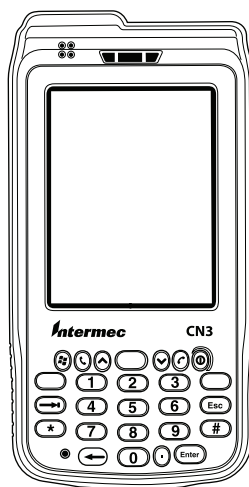
Tap **Start** > **Settings** > the **System** tab > the **Intermec Settings** icon to access the applet.



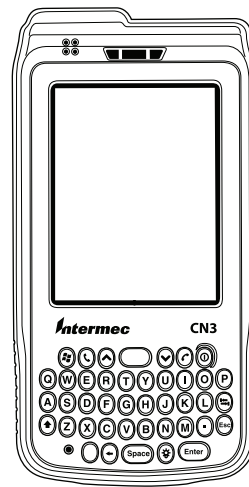
## Using the Keypad

Your CN3 Computer has either of the following keypad overlay options:

- The 26-key large numeric keypad is for applications that enter mainly numeric data (0-9). This keypad also lets you enter special characters by pressing color-coded key sequences.
- The 42-Key full alphabetic keypad is for applications that enter mainly the entire alphabet and may need to enter numeric data (0-9). This keypad also provides special characters, symbols, and functions by pressing color-coded key sequences.



26-Key Large Numeric



42-Key Full Alphabetic

## Using the Color-Coded Keys

Each keypad available for the CN3 Computer provides color-coded keys to let you access additional characters, symbols, and functions printed on the keypad overlay. Once you understand how to use the color-coded keys and key sequences, you can access all of the additional features printed on the keypad overlay. There are two color-coded modifier keys on the numeric keypad: the orange  key and the green  key. The alphanumeric keypad just has the orange  color-coded modifier key.

You press and release the first key, then press and release the second key to access the color-coded character or function printed above a key. Note that there are several hidden characters (such as < or >) on each CN3 keypad that require using the color-coded keys to access them.

## Capitalizing All Characters

To type all alphanumeric characters as uppercase letters, you can enable the Caps Lock feature on the CN3 keypad. To enable Caps Lock:

- *On the alphabetic keypad*, press the  key, then the **Shift** key. Press the same key sequence to disable the Caps Lock.
- *On the numeric keypad*, press the  key, then the  (backspace) key.

## Using the Power (I/O) Switch

When you press the power switch, you actually suspend the CN3 Computer. In this mode, the display and backlight are turned off. This power-saving feature is to prolong battery life.

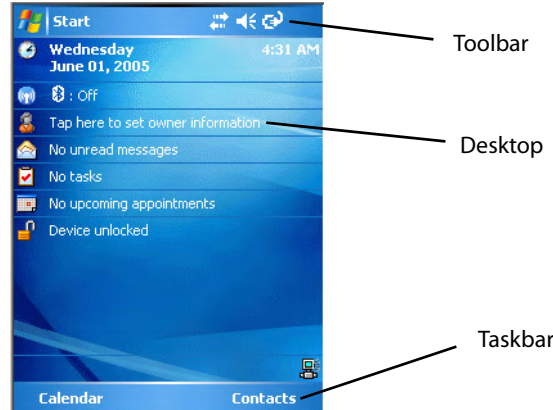
## Using the Screen

The CN3 Computer has a 3.5" diagonal, 240x320 pixel (QVGA) transreflective TFT-LCD 64K color display. The screens support Unicode characters, user-programmable fonts, and bitmap graphics.

- The toolbar displays the Start flag, the connectivity icon, the volume icon, and the time and next appointment.
- The desktop displays shortcuts to some of the applications installed on the CN3 Computer.



- The taskbar displays the onscreen keyboard icon, Pocket PC links, and icons to any applications that are running, yet are hidden.



Your CN3 Computer has a stylus for selecting items and entering information. Use the stylus in place of a mouse.

|              |                                                                                                                                          |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Tap          | Touch the screen once with the stylus to select options, close applications, launch applications, or launch menus from the taskbar.      |
| Drag         | Hold the stylus on the screen and drag across the screen to select text and images.                                                      |
| Tap and hold | Tap and hold the stylus on an icon to see a list of actions available for the item. On the menu that appears, tap the action to perform. |

## Software Tools

### SmartSystems Foundation Console ([www.intermec.com/SmartSystems](http://www.intermec.com/SmartSystems))

This free download tool includes a management console that provides a default method to configure and manage Intermec devices “out-of-the-box,” without the purchase of additional software licenses. This is for configuring and deploying multiple devices or managing multiple licenses.

You can access the SmartSystems Foundation from the Intermec web site at [www.intermec.com/SmartSystems](http://www.intermec.com/SmartSystems).

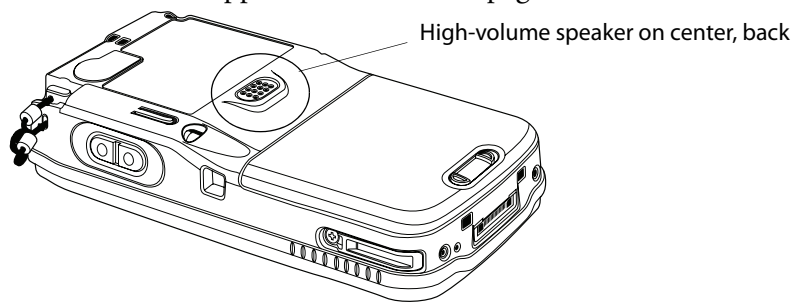
### Intermec Resource Kits ([www.intermec.com/IDL](http://www.intermec.com/IDL))

Resource Kits provide tools that build applications using the features of Intermec devices. Resource kits include: Bluetooth, Communications, Data Collection, Device Settings, Mobile Gadgets, Printing, and RFID.

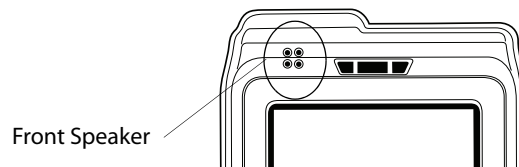
You can use resource kits, software development information, and other programming support in the Intermec Developer Library available from the Intermec web site at [www.intermec.com/IDL](http://www.intermec.com/IDL).

## Using the Speakers

The high-volume speaker on the back and the top of the CN3 Computer, is capable of variable volume levels. This speaker is capable of reproducing voice and WAV files, and is used primarily to convey status tones. There is a separate volume control in the toolbar at the top of the display. You can also control the volume using the Intermec Settings applet. Information on this control and applet are on the next page.



The front speaker is a full-voice range speaker of cell-phone quality with a separate volume control. See the following paragraph for information about this volume control.

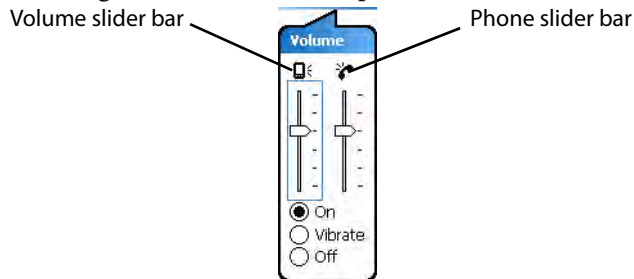


**Warning:** Do not place the speaker next to your ear when the speaker volume is set to “Loud” (maximum), or you may damage your hearing.

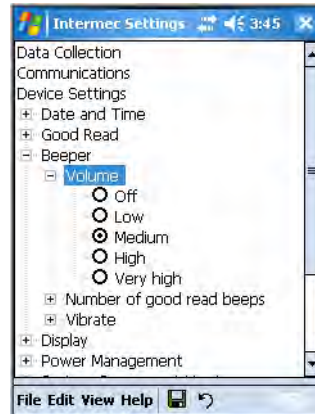
## Enabling the Speaker and Adjusting the Volume



To enable the speaker and adjust the volume, tap the **Volume** icon at the top of the screen. Tap **On**, then move the system volume slider to the desired volume level. Up is louder, down is quieter. If your CN3 Computer comes with a phone, then be sure to use the left slider bar for the volume and the right slider bar for the phone.



You can also enable the speaker and adjust the volume with the Intermec Settings applet. Tap **Start > Settings > the System tab > the Intermec Settings icon**, then tap (+) to expand **Device Settings > Beeper > Volume**. Tap any of the options other than “Off” to enable and adjust. To disable the speaker, tap the **Off** option.

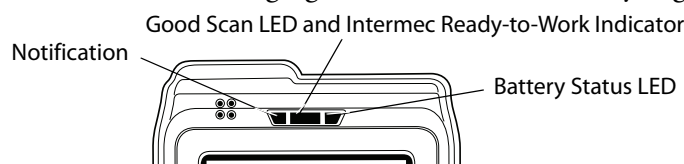


## Using the Status LEDs

The Good Scan LED on the left shows green when the CN3 Computer successfully decodes a bar code.

The center System LED shows blue when the CN3 Computer has successfully loaded and activated the TE 2000 application.

The Battery Status LED on the right alerts you to the status of your battery. If this shows red, the battery needs replacing. Yellow means the battery is low and needs recharging. Green means the battery is good.



## Using the Storage Card



**Note:** MultiMediaCards (MMCs) and CompactFlash (CF) storage cards are not supported in the CN3 Computer.

You can use a miniature Secure Digital (mini-SD) card to increase file storage and install software. The mini-SD card slot is located under a door that is beneath the battery pack. Remove the two screws holding the door to reach the mini-SD card.



**Warning:** You can corrupt your mini-SD card if you do not follow these installation and removal procedures exactly. Before installing a mini-SD card, inspect the gasket on the door for any damage or wear, and replace the door if any damage or wear is found

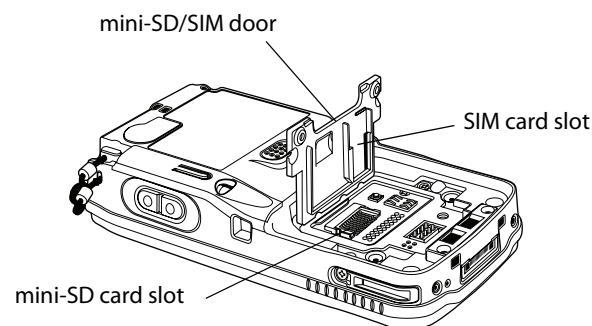


**Note:** The CN3 Computer will reset if the miniSD/SIM door is opened. The screws to this door must be in place to ensure normal operation.

### To Insert the Mini-SD Card

- 1 Press the power switch to suspend the CN3 Computer, then remove the battery pack from the back of the CN3 Computer.
- 2 Remove the two screws on the miniSD/SIM card slot door. *Note the screws to this door are to be torqued to 1.5 in-lbs.*
- 3 Gently lift the door to the card slot, then with the metal contacts facing down, insert the mini-SD card into the card slot connector until the card lifts up from the floor of the card slot.
- 4 Press the miniSD/SIM card slot door down, insert the two screws, reinsert the battery pack, then press the power switch.

Once the door to the mini-SD is opened (for changing, installing, or removing the SIM or mini-SD card); a cold-boot is performed.



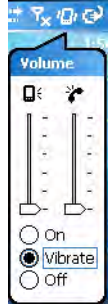
### To Remove the Mini-SD Card

Press the power switch to suspend the CN3 Computer. Remove the battery pack, then the two screws on the miniSD/SIM card slot door. Remove the mini-SD card from the CN3 Computer.

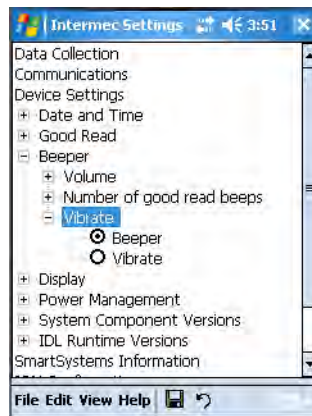
## Setting the Vibrator



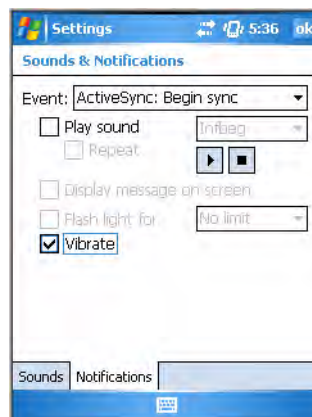
To set your CN3 Computer to vibrate, tap the **Volume** icon at the top of the screen, then tap **Vibrate**. If your CN3 Computer has a built-in phone, this sets both the volume and the phone to vibrate. *Note the icon change.*



You can also set the vibrate using the Intermec Settings applet. Tap **Start > Settings > the System tab > the Intermec Settings icon**, then tap (+) to expand **Device Settings > Beeper > Vibrate**, then tap **Vibrate**. To disable the vibrate, tap the **Beeper** option.



Or use the Sounds & Notifications applet to set the vibrator. Tap **Start > Settings > the Personal tab > the Sounds & Notifications icon**, then tap the **Notifications** tab. Select the event from the **Event** drop-down list, check **Vibrate**, then tap **ok** to close.



## Wireless Network Support

Radios are installed at the factory and cannot be installed by a user. The CN3 Computer must be serviced to install or replace radios. Contact your Intermec representative for more information. See [Chapter 5, “Network Support”](#) for information about supported radios.



**Note:** Changes or modifications not expressly approved by Intermec could void the user's authority to operate the equipment.

## Accessories for the CN3 Computer

These are a few of the accessories available for your CN3 Computer. Contact your local Intermec representative about ordering these and other accessories that may be available.

### Quad Battery Charger

Use the Quad Battery Charger to charge up to four CN3 battery packs.

### Charge-Only Multidock

Use the Charge-Only Multidock to hold up to four CN3 Computers with batteries installed, charge batteries, and provide power to CN3 Computers.

### Ethernet Multidock

Use the Ethernet Multidock to hold up to four CN3 Computers with batteries installed. The multidock charges the batteries, provides power to the CN3 Computers, and provides one Ethernet connector.

### Single Dock

Use the Single Dock to hold a CN3 Computer with its battery installed, charge a spare battery pack, charge the main battery, and provide power to the CN3 Computer. The dock has USB host and client connectors, a module to convert the USB host to Ethernet, and a module to convert the USB host to modem plug over the USB host connector.

### Belt

Use this item to carry your CN3 Computer if it has either a 1D linear imager or a 2D imager, and also accommodates a handle. This supports either right- or left-handed use.

# Physical and Environmental Specifications

This section contains technical information, available features, and options.

## Physical Dimensions (excluding overmold)

|         |                                                                                                                   |
|---------|-------------------------------------------------------------------------------------------------------------------|
| Length: | 16.0 cm (6.3")                                                                                                    |
| Width:  | 8.1 cm (3.2")                                                                                                     |
| Height: | 3.3 cm (1.3")                                                                                                     |
| Weight: | Non-WAN units - 14 oz<br>WAN units w/standard battery - 15 to 16 oz<br>WAN units w/extended battery - 16 to 17 oz |

## Hardware

|                        |                                                                                                        |
|------------------------|--------------------------------------------------------------------------------------------------------|
| Microprocessor:        | Intel XScale PXA270                                                                                    |
| Application Processor: | 520 MHz RAM                                                                                            |
| Memory:                | 128 MB RAM                                                                                             |
| Persistent Storage:    | 128 MB NAND Flash, provides onboard non-volatile storage of applications and data                      |
| Removable Storage:     | mini-SD Card Slot, user-accessible                                                                     |
| Keypad:                | 14-key with large numeric keys or<br>56-key with full alphanumeric keys;<br>both with LED backlighting |
| Scanner Options:       | EA11 scan engine or Color Camera                                                                       |

## Operating System

Microsoft Windows Mobile 5.0

## Software

|                           |                                                                                                           |
|---------------------------|-----------------------------------------------------------------------------------------------------------|
| Development Environments: | Embedded Visual C++ 4.0,<br>.NET Compact Framework (VB, NET, C#)                                          |
| IDL:                      | Integrates with leading development environments; supports device-specific features and bar code scanning |
| Browser support:          | Internet Explorer 6-compatible                                                                            |

## Bar Code Scanning

Options of Integrated 2D Area Imager or 1D & PDF417 Linear Imager  
Supports all popular 1D and 2D symbologies including Australian Post, British Post, Codabar, Codablock A, Codablock F, Code 11, Code 2 of 5, Code 39, Code 93, Code 93i, Code 128, Datamatrix, Dutch Post, ISBT 128, Interleaved 2 of 5, Macro 2 of 5, Matrix 2 of 5, Maxicode, Micro PDF417, MSI, PDF417, Planet, Plessey, Postnet, QR Code, RSS 14, RSS Expanded, RSS Limited, Telepen, TLC39, UCC-EAN Composite Code, UPC/EAN

## Standard Communications

USB host, USB client, Bluetooth, 802.11b/g, GPRS, CDMA, GPS

### Wireless LAN

|                      |                                                                    |
|----------------------|--------------------------------------------------------------------|
| Standards Compliant: | IEEE 802.11g (2.4 GHz - OFDM)<br>IEEE 802.11b (2.4 GHz - DSSS)     |
| Data Rates:          | Up to 54 Mbps for 802.11g<br>Up to 11 Mbps for 802.11b             |
| Radio Power Output:  | 100 mW                                                             |
| Security:            | WEP, WPA, 802.11i, 802.1x<br>(EAP-TLS, TTLS, LEAP, PEAP, EAP-FAST) |
| Certifications:      | Wi-Fi, WPA, WPA2, Cisco Compatible<br>Extensions                   |

### Device Management

|                        |                                                                                                                                                                                                                                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SmartSystems™ Support: | Centralized remote support capability;<br>configures, updates, and maintains single<br>devices or entire populations;<br>real-time or batch, wired or wireless.<br>Based on Wavelink Avalanche™ with<br>Intermec value added utilities. |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Power Specifications

|            |                                                                                                                                                                                                                                                                              |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operating: | Removable, rechargeable LiIon<br>batteries; AB8 standard pack, 3.7 VDC,<br>2.2 AHr, (8 W-hr - 4 hr charge time); or AB9<br>extended pack, 3.7 VDC, 4.0 A Hr, (14 W-hr<br>- 5 hr charge time); battery life is application-<br>dependent; recharging cycle is 4 hours or less |
| Backup:    | Super capacitor supplies 5 minutes bridge time<br>while replacing the AB8 or AB9 Battery                                                                                                                                                                                     |

### Electrical Specifications

|                        |                                     |
|------------------------|-------------------------------------|
| External Charge Power: | 5 V +/- 5% @ 3.5 A max. (18 W max.) |
|------------------------|-------------------------------------|

### Environment

|                           |                                                  |
|---------------------------|--------------------------------------------------|
| Operating temperature:    | -10° to 50°C (14° to 122°F)                      |
| Storage temperature:      | -20° to 70°C (-13° to 158°F)                     |
| Humidity:                 | 5% to 95% noncondensing                          |
| Electrostatic Discharge:  | ±8kV Contact Discharge; ±15kV Discharge          |
| Rain and Dust Resistance: | IP54 compliant                                   |
| Drop Survival:            | Multiple 4 ft (1.2 m) drops to steel or concrete |

### Screen Specifications

|                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Transflective TFT; QVGA Color w/touch panel; 240x320 pixels; 8.9 cm<br>(3.5 in) diagonal active area; 5-level LED backlight control with settings |
|---------------------------------------------------------------------------------------------------------------------------------------------------|

### Regulatory Approvals

|                                                                                            |
|--------------------------------------------------------------------------------------------|
| UL and cUL Listed, UL 60950 and UL 1604 and CSA 22.2 No. 157, FCC<br>Part 15, TUV, CE mark |
|--------------------------------------------------------------------------------------------|





# 2 Windows Mobile

This chapter introduces Microsoft Windows Mobile 5.0 for Pocket PC. While using the CN3 Mobile Computer, keep these key points in mind:

- Tap **Start** on the navigation bar, located at the top of the screen, to quickly move to programs, files, and settings. Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menus, icons, and the onscreen keyboard.
- Tap and hold an item to see a pop-up menu containing a list of actions you can perform. Pop-up menus give you quick and easy access to the most common actions.

Below is a list of Windows Mobile components described in this chapter. Tap **Start > Help**, then select a topic on your CN3 Computer to find additional information on Windows Mobile components.

## **Windows Mobile 5.0 Components**

|                                                                     |
|---------------------------------------------------------------------|
| Microsoft ActiveSync ( <a href="#">page 36</a> )                    |
| Microsoft Pocket Outlook ( <a href="#">page 38</a> )                |
| Word Mobile ( <a href="#">page 60</a> )                             |
| Excel Mobile ( <a href="#">page 62</a> )                            |
| PowerPoint Mobile ( <a href="#">page 64</a> )                       |
| Windows Media Player for Windows Mobile ( <a href="#">page 65</a> ) |
| Using Internet Explorer Mobile ( <a href="#">page 68</a> )          |

## Software Builds

See “[Learning Software Build Versions](#)” on page 3 to determine which Intermec build of Windows Mobile 5.0 is on your unit.

## Where to Find Information

This chapter describes your CN3 Computer hardware, provides an overview of the programs on your CN3 Computer, and explains how to connect your CN3 Computer to a desktop, a network, or the Internet. For instructions on setting up your CN3 Computer and installing ActiveSync, see the Quick Start Guide. The following is a guide to more information to assist you use your CN3 Computer.

| For information on:                                               | See this source:                                                                                                                                           |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Programs on your mobile computer.                                 | This chapter and mobile computer Help. To view Help, tap <b>Start &gt; Help</b> , then select a topic.                                                     |
| Additional programs that can be installed on the mobile computer. | The <i>Windows Mobile Companion CD</i> .                                                                                                                   |
| Connecting to and synchronizing with a desktop.                   | The Quick Start Guide or <i>ActiveSync Help</i> on your desktop. To view Help, click <b>Help &gt; Microsoft ActiveSync Help</b> .                          |
| Last-minute updates and detailed technical information.           | The Read Me files, located in the Microsoft ActiveSync folder on the desktop and on the <i>Windows Mobile Companion CD</i> .                               |
| Up-to-date information on your Windows Mobile.                    | <a href="http://www.microsoft.com/windowsmobile/resources/communities/default.mspx">www.microsoft.com/windowsmobile/resources/communities/default.mspx</a> |

Windows Mobile and many of the technologies supported by the CN3 Computer are not from Intermec. Many of the utilities and features on a Windows Mobile device come directly from Microsoft without any modification from Intermec. There may be certain Microsoft-specific issues that Intermec would not be able to support, so contact our front-line support personnel to determine the best source of assistance.

Use these URLs for additional information about Microsoft Windows Mobile (Pocket PC):

- [msdn.microsoft.com/support/](http://msdn.microsoft.com/support/)
- [support.microsoft.com/](http://support.microsoft.com/)
- [news.microsoft.com](http://news.microsoft.com) (*a free support option*)

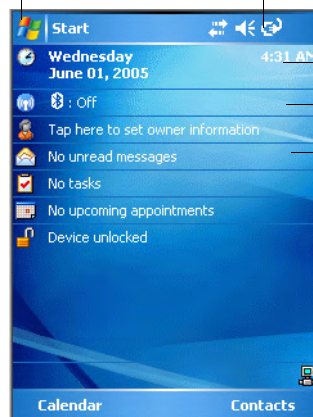
## Basic Usage

Learning to use your CN3 Computer is easy. This section describes the basic concepts of using and customizing your CN3 Computer.

## Today Screen

When you turn on your CN3 Computer for the first time each day (*or after four hours of inactivity*), you see the **Today** screen. You can also display it by tapping the **Start** flag at the top left of your display and then **Today**. On the Today screen, you can see important information for the day.

Tap to start a program    Tap and hold to change time format



Tap to change date and time

Tap to change owner information

Tap to review your email

Your day at a glance. Tap to open an associated program



To customize what is displayed on the Today screen, including the background image, tap **Start > Settings > the Personal tab > the Today icon**.

Status icons display information such as low batteries or when the CN3 Computer is connected to a desktop or to the Internet. You can tap an icon to open the associated setting or program.

## Programs

You can switch from one program to another by selecting it from the **Start** menu. (You can customize which programs you see on this menu. For information, see [“Adjusting Settings” on page 33](#).) To access some programs, tap **Start > Programs**, and then the program name.

You can also switch to some programs by pressing a program icon. Your CN3 Computer has one or more program icons located on the front or side of the computer. The icons on the icons identify the programs to which they switch.



**Note:** Some programs have abbreviated labels for check boxes and drop-down menus. To see the full spelling of an abbreviated label, tap and hold the stylus on the label. Drag the stylus off the label so that the command is not carried out.

The following is a partial list of programs that are on your CN3 Computer, in the order they appear in the Start menu. Look on the *Windows Mobile Companion CD* for additional programs that you can install onto your CN3 Computer.



Keep track of your appointments and create meeting requests.



Keep track of your friends and colleagues.



Browse Web and WAP (Wireless Application Protocol) sites, and download new programs and files from the Internet.



Send and receive e-mail messages.



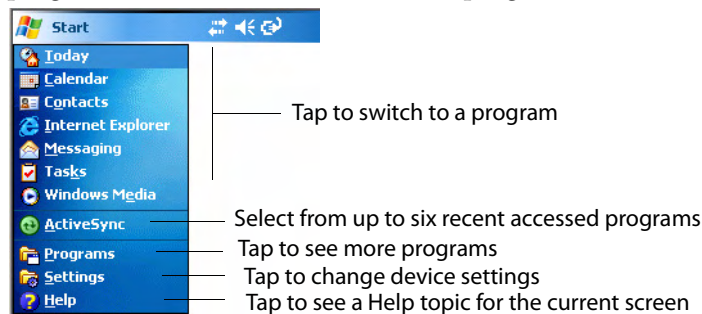
Keep track of your tasks.



Play digital audio and video files that are stored on your CN3 Computer or on a network.

## Navigation Bar and Command Bar

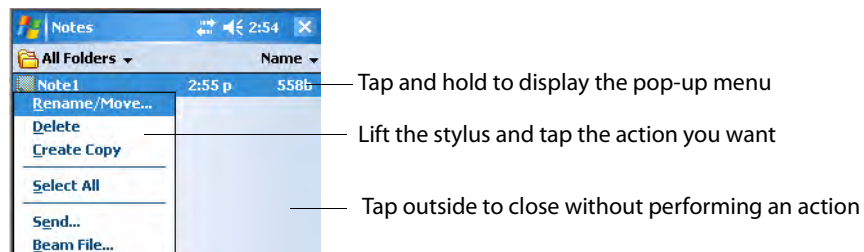
The navigation bar is located at the top of the screen. It displays the active program and current time, switch to programs, and close screens.



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

## Pop-up Menus

Use pop-up menus to quickly perform an action on an item. For example, you can use a pop-up menu to delete or make a copy of an item. To access a pop-up menu, tap and hold the item on which you want to perform the action. When the menu appears, tap the action you want to perform, or tap anywhere outside the menu to close the menu without performing the action.



## Notifications

When you have something to do, your CN3 Computer notifies you in a variety of ways. For example, if you have set up an appointment in Calendar, an e-mail message arrives, or a friend sends you an instant message, you are 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 CN3 Computer, or the CN3 Computer vibrates. You can choose the notification types.

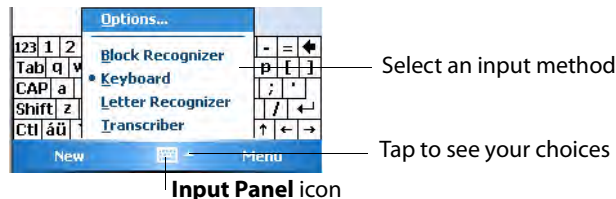
## Entering Information

You can enter information on your CN3 Computer in several ways, depending on the type you have and the program you are using:

|               |                                                                                                                                                                                    |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Synchronizing | Using Microsoft ActiveSync, synchronize or copy information between your desktop and CN3 Computer. For more information on ActiveSync, see <i>ActiveSync Help</i> on your desktop. |
| Typing        | Using the input panel, enter typed text into the CN3 Computer. Do this by tapping keys on the onscreen keyboard or by using handwriting recognition software.                      |
| Writing       | Using the stylus, write directly on the screen.                                                                                                                                    |
| Drawing       | Using the stylus, draw directly on the screen.                                                                                                                                     |
| Recording     | Create a stand-alone recording or embed a recording into a document or note.                                                                                                       |

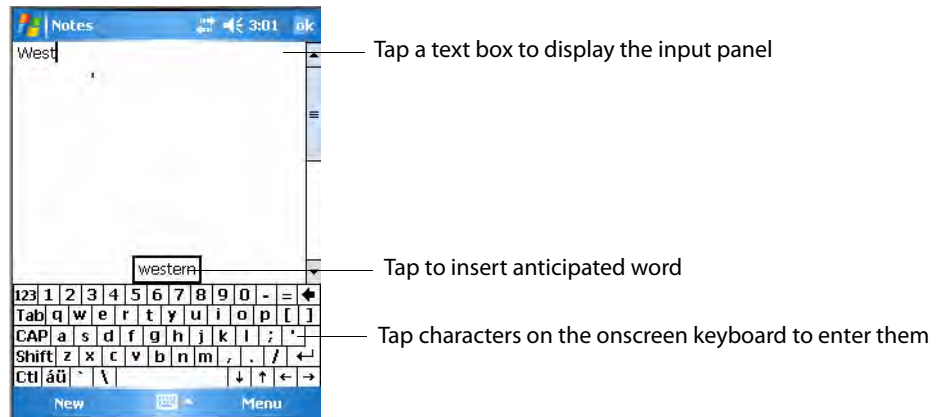
Use the input panel to enter information in any program on your CN3 Computer. You can either type using the onscreen keyboard or write using **Block Recognizer**, **Letter Recognizer**, or **Transcriber**. In either case, the characters appear as typed text on the screen.

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

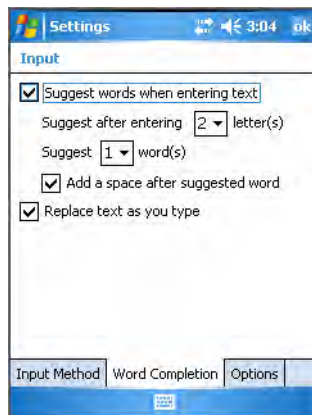


When you use the input panel, your CN3 Computer anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point.

The more you use your CN3 Computer, the more it learns to anticipate.



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



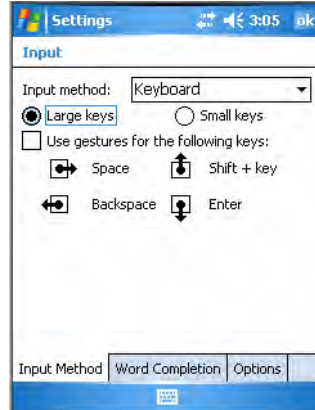
## Typing With the Onscreen Keyboard

Tap the input panel arrow, then tap **Keyboard**. On the soft keyboard that is displayed, tap the keys with your stylus.

- To type a single uppercase letter or symbol, tap the **Shift** key. To tap multiple uppercase letters or symbols, tap the **CAP** key.
- To convert a letter to uppercase, tap, and hold the stylus on the letter and drag up.
- To add a space, drag the stylus to the right across at least two keys.
- To backspace a character, drag the stylus to the left across multiple keys.
- To insert a carriage return, tap and hold the stylus anywhere on the keyboard and drag down.



To use larger keys, tap the input panel arrow, tap **Options**, select “Keyboard” from the **Input method** drop-down list, then select **Large keys**.

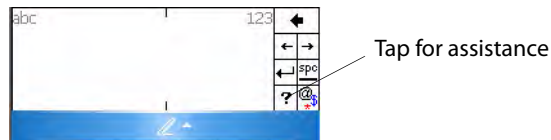


### Using Block Recognizer

Character recognition software gives you a fast and easy method for entering information in any program on your CN3 Computer. Letters, numbers, and punctuation you write are translated into typed text.

Tap the input panel arrow, then tap **Block Recognizer**. Write a letter in the box. When you write a letter, it is converted to typed text that appears on the screen.

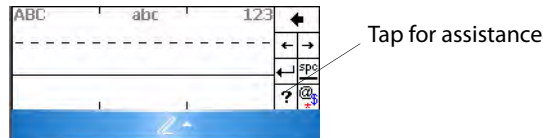
For specific instructions on using Block Recognizer, with Block Recognizer open, tap the question mark next to the writing area.



### Using Letter Recognizer

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

Tap the input panel arrow, then tap **Letter Recognizer**. 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.



### Using 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.



Tap the input panel arrow, then tap **Transcriber**. Tap **ok**, then 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.



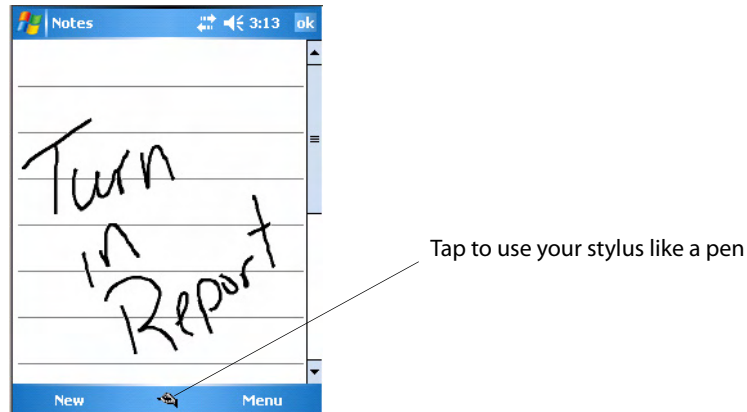
## Selecting Typed Text

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 under **Menu**.

## Writing on the Screen

In any program that accepts writing, such as the Notes program, and in the **Notes** tab in Calendar, Contacts, and Tasks, you can use your stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you have written and convert the information to text at a later time. Tap the **Pen** icon to switch to writing mode. This action displays lines on the screen to help you write



**Note:** Some programs that accept writing may not have the **Pen** icon. See documentation for that program to see how to switch to writing mode.

## Selecting the 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 **Menu** > **Undo** and try again. You can also select text by tapping the **Pen** icon to deselect it and then dragging the stylus across the screen.

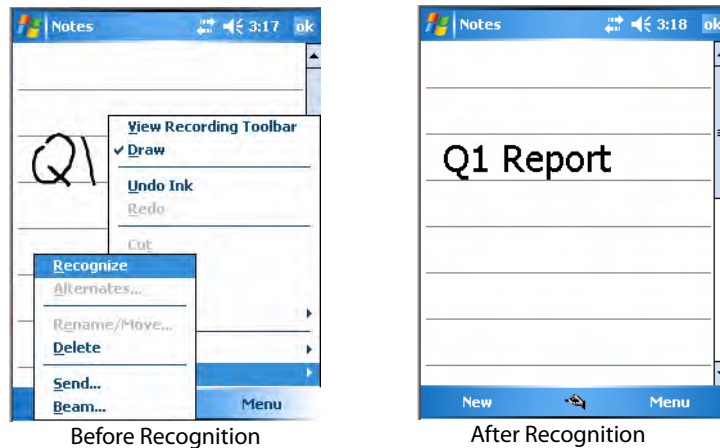


You can cut, copy, and paste written text in the same way you work with typed text: tap and hold the selected words and then tap an editing command on the pop-up menu, or tap the command under **Menu**.

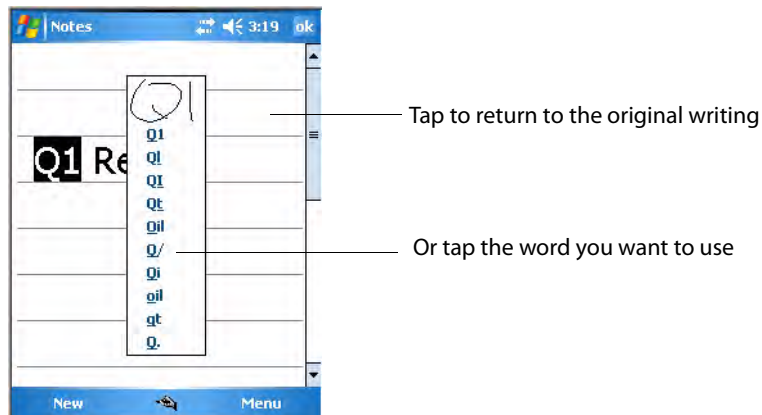
## Converting Writing to Text

You can convert words you write in print or cursive to text by tapping **Menu > Tools > Recognize**. If a word is not recognized, it stays in its original form.

If you want to convert only certain words, tap **Pen** to disable the writing function, tap twice over the word or phrase to highlight, then tap **Menu** > **Tools** > **Recognize**.



If the conversion is incorrect, you can choose 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**. Tap the word use from the menu with a list of alternate words, or tap the writing at the top of the menu to return to the original writing.



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 they are not confused with the word above. Write periods and commas above the baseline.

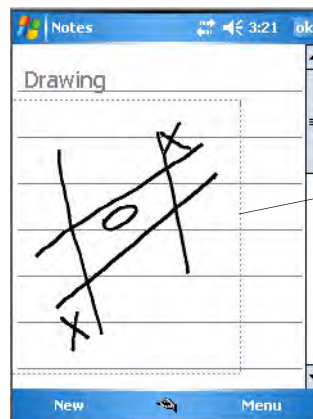
- For better recognition, try increasing the zoom level to 300% by selecting **Menu > Zoom**. Recognition is not good under a 150% zoom.
- Write the letters of a word closely and leave big gaps between words so that the CN3 Computer can easily tell where words begin and end.
- Hyphenated words, foreign 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 is not 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 are edited. For example, you can resize selected drawings, while you cannot resize writing.

### Creating a Drawing

Select **Menu > Draw**, then draw a line to initiate a drawing box. Subsequent strokes in or touching the drawing box become part of the drawing.



The drawing box indicates the boundaries of the drawing



**Note:** You may want to change the zoom level so that you can easily work on or view your drawing. Tap **Menu > Zoom**, then select a zoom level.

### Selecting 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** icon 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 under **Menu**. To resize a drawing, make sure the **Pen** icon 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 the Messaging program, you can add a recording to an e-mail message. In Calendar, Tasks, and Contacts, you can include a recording in the **Notes** tab. In the Notes program, you can create a stand-alone recording or add a recording to an open note.

Tap **Menu > View Recording Toolbar** to add the recording toolbar to the bottom of the screen.

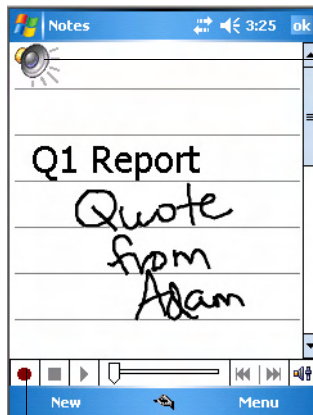


- 1 Hold the CN3 Computer's microphone near your mouth or source of sound.
- 2 Tap the red circle to start your recording.
- 3 Tap the black box when finished. If you are recording in an open note, an icon appears in the note, like in the following sample. If you are creating a stand-alone recording, it appears in the note list.
- 4 To play a recording, tap the recording icon in the open note or tap the recording in the note list.



**Note:** To quickly create a recording, hold down the Record hardware button. When you hear the beep, begin your recording. Release the button when you are finished. The new recording is stored in the open note or as a stand-alone recording if no note is open.

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



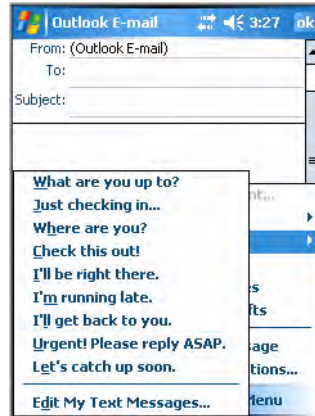
Indicates an embedded recording

Tap to begin recording

## Using My Text

When using Messaging, use **My Text** to quickly insert preset or frequently used messages into the text entry area. To insert a message, tap **Menu > My Text**, then select a message.

- To quickly add common messages, tap **Menu > My Text** and tap a desired message.
- To edit a My Text message, tap **Menu > My Text > Edit My Text Messages**. Tap the message you want to edit and enter new text at the bottom of the screen.

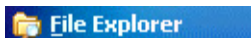
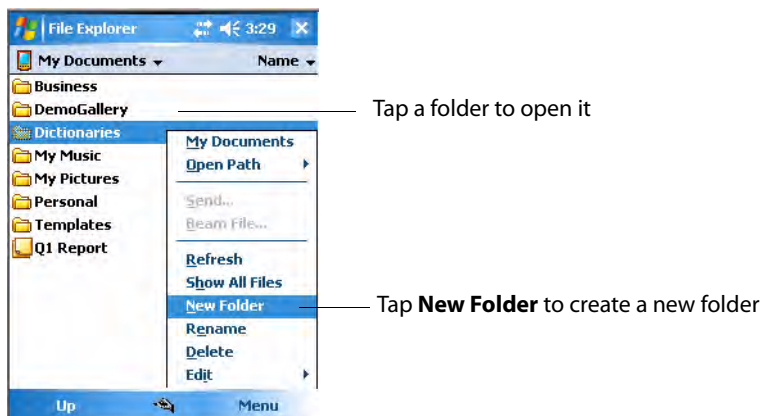


## Finding and Organizing Information



File Explorer

You can use the File Explorer to find files on the CN3 Computer, and organize these files into folders, and move files using the cut or copy-and-paste methods. Tap **Start > Programs > the File Explorer** icon.



For future use, this is added to your Start menu in the Recent Programs area, via **Start > File Explorer**.

## Customizing Your CN3 Computer

You can customize by adjusting settings and installing additional software.

### Adjusting Settings

To adjust settings to fit the way you work, tap **Start > Settings >** either the **Personal** tab or the **System** tab located at the bottom of the screen.



**Note:** The **Phone** applet in the **Personal** tab is available only on CN3 Computers with built-in phones.

|                   |                                                                      |
|-------------------|----------------------------------------------------------------------|
| Menus             | To customize what appears on the <b>Start</b> menu.                  |
| Owner Information | To enter your contact information.                                   |
| Today             | To customize the look and information displayed on the Today screen. |
| Clock & Alarms    | To change the time or to set alarms.                                 |
| Power             | To maximize battery life.                                            |

### Adding or Removing Programs

Programs added to your CN3 Computer at the factory are stored in ROM (Read Only Memory). You cannot remove this software, and you cannot 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 CN3 Computer after factory installation are stored in RAM (Random Access Memory).

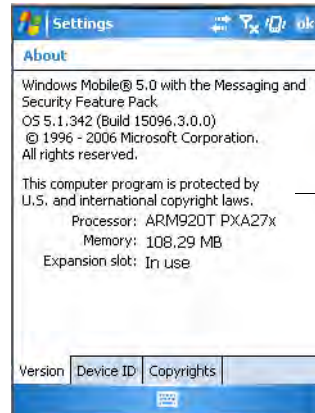
You can install any program created for the CN3 Computer, as long as there is enough memory. A popular place to find software for your CN3 Computer is on the Windows Mobile Web site ([www.microsoft.com/windowsmobile/resources/communities/default.mspx](http://www.microsoft.com/windowsmobile/resources/communities/default.mspx)).

## Adding Programs Using ActiveSync

Install the appropriate software for your CN3 Computer on your desktop before installing it on your CN3 Computer.



- 1 Determine your CN3 Computer and processor type so that you know which version of the software to install. Tap **Start** > **Settings** > the **System** tab > the **About** icon > the **Version** tab, then make a note of the information in **Processor**.



Note this information

- 2 Download the program to your desktop (or insert the CD or disk that contains the program into your desktop). You may see a single \*.XIP, \*.EXE, or \*.ZIP file, a SETUP.EXE file, or several versions of files for different CN3 Computer types and processors. Be sure to select the program designed for the Windows Mobile and your CN3 Computer 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 CN3 Computer and desktop.
- 5 Double-click the \*.EXE file.
  - If the file is an installer, the installation wizard begins. Follow the directions on the screen. Once the software is installed, the installer automatically transfers the software to your CN3 Computer.
  - If the file is not an installer, an error message stating that the program is valid but it is designed for a different type of computer is displayed. Move this file to your CN3 Computer. 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 CN3 Computer. For more information on copying files using ActiveSync, see *ActiveSync Help*.



Once installation is complete, tap **Start** > **Programs**, and then the program icon to switch to it. For future use, this is added to your Start menu in the Recent Programs area, via **Start** > **File Explorer**.

## Adding a Program Directly from the Internet

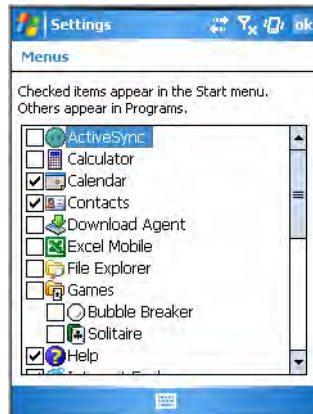


- 1 Determine your CN3 Computer and processor type so that you know which version of the software to install. Tap **Start** > **Settings** > the **System** tab > the **About** icon > the **Version** tab, then make a note of the information in **Processor**.
- 2 Download the program to your CN3 Computer 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 CN3 Computer types and processors. Be sure to select the program designed for the Windows Mobile and your CN3 Computer processor type.
- 3 Read program installation instructions, Read Me files, or other documentation. Many programs provide installation instructions.
- 4 Tap the file, such as a \*.XIP or \*.EXE file to start the installation wizard. Follow the directions on the screen.

## Adding a Program to the Start Menu



Tap **Start** > **Settings** > the **Personal** tab > the **Menus** icon, then the check box for the program. If you do not see the program listed, you can either use File Explorer on the CN3 Computer to move the program to the **Start Menu** folder, or use ActiveSync on the desktop to create a shortcut to the program and place the shortcut in the **Start Menu** folder.





### Using File Explorer on the CN3 Computer

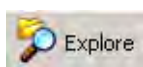


Tap **Start** > **Programs** > the **File Explorer** icon, locate the program (tap the folder list, labeled **My Documents** by default, then **My Device** to see a list of all folders on the CN3 Computer). Tap and hold the program and tap **Cut** on the pop-up menu. Open the **Start Menu** folder located in the **Windows** folder, tap and hold a blank area of the window, and tap **Paste** on the pop-up menu. The program now appears on the **Start** menu. For more information on using File Explorer, see “[Finding and Organizing Information](#)” on page 32.



For future use, this is added to your Start menu in the Recent Programs area, via **Start** > **File Explorer**.

### Using ActiveSync on the desktop



Use the Explorer in ActiveSync to explore your CN3 Computer 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 **Start** menu. For more information, see *ActiveSync Help*.

### Removing Programs



Tap **Start** > **Settings** > the **System** tab > the **Remove Programs** icon. If the program does not appear in the list of installed programs, use File Explorer on your CN3 Computer to locate the program, tap and hold the program, and then tap **Delete** on the pop-up menu.

## Microsoft ActiveSync

Visit the following Microsoft Web site for the latest in updates, technical information, and samples:

[www.microsoft.com/windowsmobile/resources/communities/default.aspx](http://www.microsoft.com/windowsmobile/resources/communities/default.aspx)

Using Microsoft ActiveSync, you can synchronize the information on your desktop with the information on your CN3 Computer. Synchronization compares the data on your CN3 Computer with your desktop and updates both computers with the most recent information. For example:

- Keep Pocket Outlook data up-to-date by synchronizing your CN3 Computer with Microsoft Outlook data on your desktop.
- Synchronize Microsoft Word and Microsoft Excel files between your CN3 Computer and desktop. Your files are automatically converted to the correct format.



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



With ActiveSync, you can also:

- Back up and restore your CN3 Computer data.
- Copy (rather than synchronize) files between your CN3 Computer and desktop.
- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while connected to your desktop 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 from the *Windows Mobile Companion CD*. For more information on installing ActiveSync, see your Quick Start card. ActiveSync is already installed on your CN3 Computer.

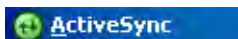
After installation is complete, the ActiveSync Setup Wizard helps you connect your CN3 Computer to your desktop, set up a partnership so you can synchronize information between your CN3 Computer and your desktop, and customize your synchronization settings. Your first synchronization process automatically begins when finished using the wizard.

After your first synchronization, look at Calendar, Contacts, and Tasks on your CN3 Computer. Notice that information you have stored in Microsoft Outlook on your desktop was copied to your CN3 Computer, and you did not have to type a word. Disconnect the CN3 Computer from your computer and you are ready to go!



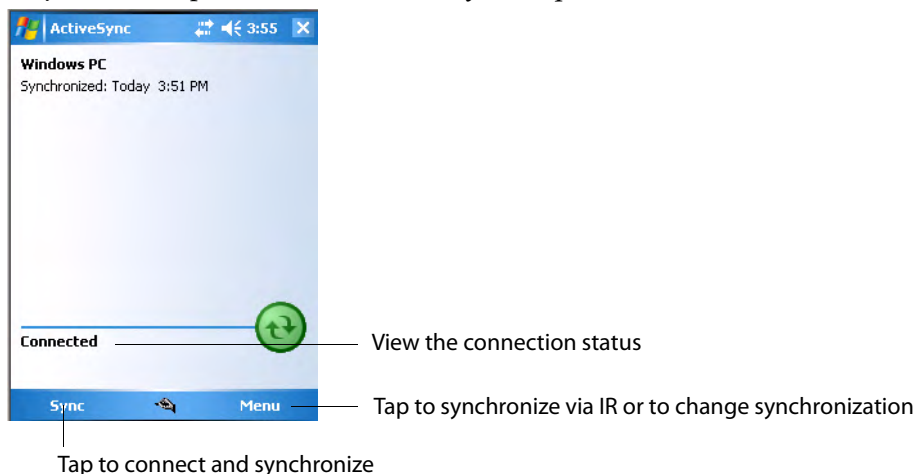
ActiveSync

Once you have set up ActiveSync and completed the first synchronization process, you can initiate synchronization from your CN3 Computer. To switch to ActiveSync on your CN3 Computer, tap **Start > Programs > the ActiveSync icon**. Note that if you have a wireless LAN card, you can synchronize remotely from your CN3 Computer.



For future use, this is added to your Start menu in the Recent Programs area, via **Start > ActiveSync**.

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



For more information about ActiveSync on your CN3 Computer, switch to ActiveSync, tap **Start > Help**, then select a topic.

## Microsoft Pocket Outlook

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

Using ActiveSync, you can synchronize information in Microsoft Outlook or Microsoft Exchange on your desktop with your CN3 Computer. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you made on your CN3 Computer and desktop or server and updates both computers with the latest information. For information on using ActiveSync, see *ActiveSync Help* on the desktop.

You can switch to any program by tapping it on the **Start** menu.

## Calendar: Scheduling Appointments and Meetings

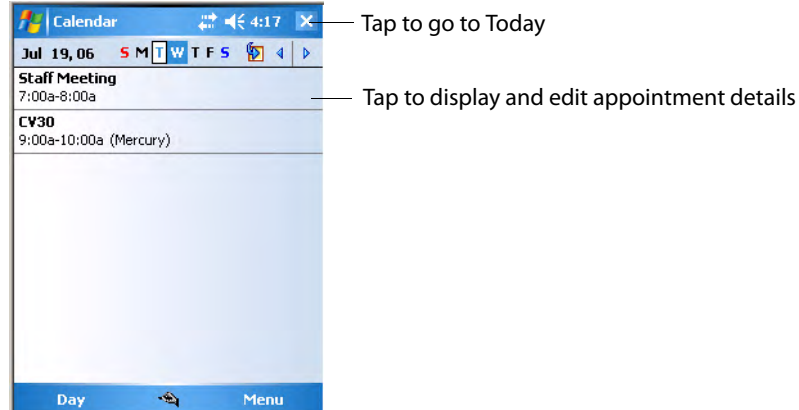


To switch to Calendar on the CN3 Computer, tap **Start > Calendar**.

Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Day, Week, Month, Year, and Agenda) and set Calendar to remind you of appointments with a sound or other method.

Appointments for the day can display on the Today screen.

If you use Outlook on your desktop, you can synchronize appointments between your CN3 Computer and desktop.



### Synchronizing Calendar

Calendar items stored on your CN3 Computer can be synchronized with calendar items on your desktop or Microsoft Exchange Server. (Note that you can only synchronize information directly with an Exchange Server if your company is running Microsoft Mobile Information Server 2002 or later.) Calendar synchronization is automatically selected in *ActiveSync*.

Calendar items entered on one computer are copied to the other during synchronization. Handwritten notes and drawings are saved as metafiles (pictures).

For information on synchronization, see *ActiveSync Help* on the desktop.

### Why Use Categories in the Calendar?

Use categories to group related tasks, contacts, and appointments. Then, use these groupings to quickly display only the information you want. For example, you can easily share your CN3 Computer with another by assigning your appointments to a category with a special project's name. You can then use this category to filter Calendar and only display appointments for that project.



**Note:** In Month View, the day of an appointment assigned to the Holiday category appears in red.



This day was assigned the Holiday category.

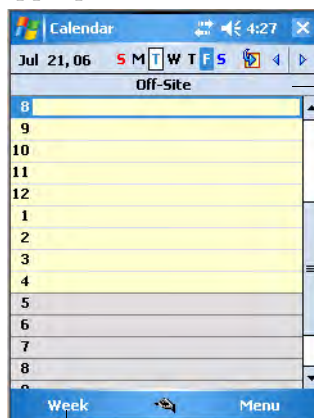
Tap to access the Year view

### What's an All Day Event?

An appointment can either be a normal appointment or an all day event, which lasts the full day or spans many days. Examples include a trade show, a vacation, or a seminar. You can also use all day events to schedule an annual event, such as a birthday or anniversary. In this case, change the Status box to Free (you may need to scroll to see it) so that it does not show time as busy in your calendar. All day events do not occupy blocks of time in Calendar; they appear in banners at the top of the calendar.



**Note:** You cannot modify or create all-day events with attendees on the CN3 Computer. If you create all day events with attendees on your desktop, use ActiveSync to copy such events to the CN3 Computer, then view them in Calendar. For more information on copying files, see *ActiveSync Help*. To use the CN3 Computer to schedule an appointment with attendees lasting all day, set type to “Normal,” then adjust the date and time appropriately.

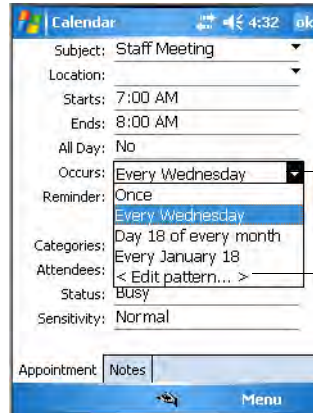


This describes the all-day event

Tap to access the Week view

## What's a Recurrence Pattern?

If you have an appointment or task that you do on a regular basis, such as a weekly team meeting or a monthly status report, enter the item once and set a recurrence pattern for it. If the default patterns in the list are not what you need, you can create your own pattern using the wizard.



Select your recurrence pattern from this list

Select <edit pattern> to access the wizard with which to customize your recurrence.

## Viewing Appointments

You can view appointments in one of several views (Agenda, Day, Week, Month, and Year). In Agenda view, upcoming appointments are displayed in bold. To see detailed appointment information in any view, tap the appointment. To see a list of available actions for an appointment, tap and hold the appointment. Tap **Start > Today** to see appointments for the day.

Month view displays symbols to indicate the types of appointments you have on a given day. An upward triangle indicates a morning appointment; a downward triangle indicates an afternoon appointment. If you have appointments in the morning and afternoon, a solid square is displayed. If you have an all day event not marked Free, a hollow square is displayed.



This displays a morning appointment

This displays an all-day event not marked "Free"

This displays appointments in morning and afternoon

This displays an afternoon appointment

Tap this to access the Year view

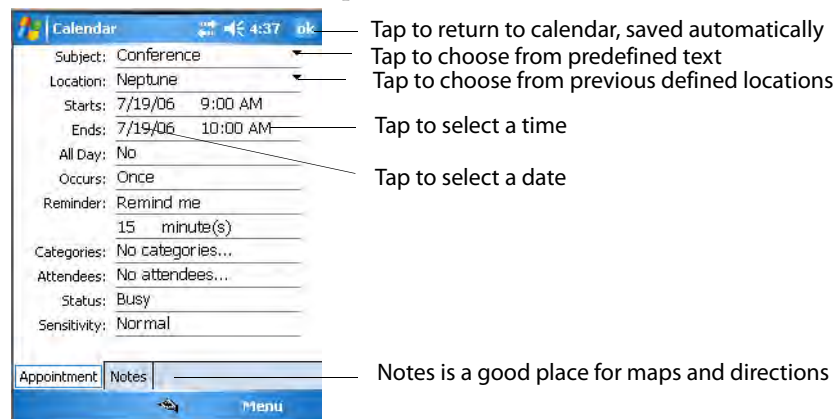
## Creating or Changing an Appointment

To create an appointment, tap **Menu > New Appointment**. To select a new date from a pop-up calendar, tap the display date. To enter or select a new time, tap the display time. Enter the appointment details, and when finished, tap **ok** to return to the calendar.

If you are working in Day view, tap and hold the time slot for the new appointment, then select **New Appointment** to have the time automatically entered for you.

To change an appointment, tap it in the calendar, and then tap **Edit**. Change any appointment detail by tapping it and entering the new information. Tap the arrows to the right of the description and location boxes to choose from previous entries.

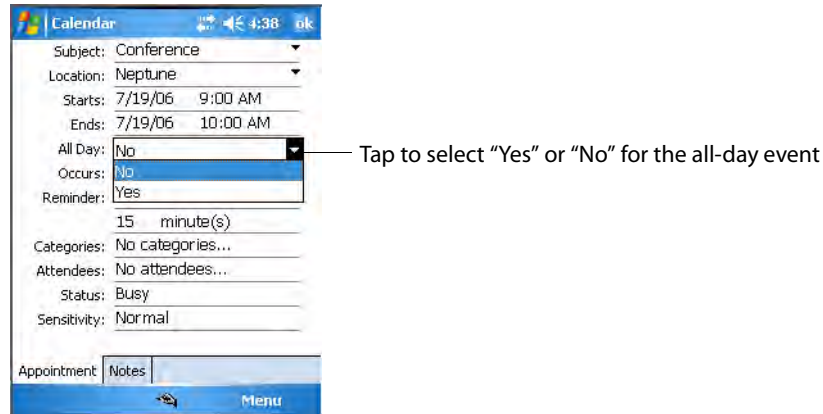
When entering a time, you can type military and abbreviated time forms, such as 2300 (becomes 11:00 PM), 913pm (becomes 9:13 PM), 911 (becomes 9:11 AM), and 9p (becomes 9:00 PM).



## Creating an All-Day Event

To create an all-day event, do the following. To change an all-day event, switch to **Day** or **Agenda**, tap the event listed at the top of the calendar, then tap **Edit**. Change any appointment detail by tapping it and entering the new information.

- 1 Tap **Menu > New Appointment**.
- 2 Tap **All Day**, then select **Yes**.

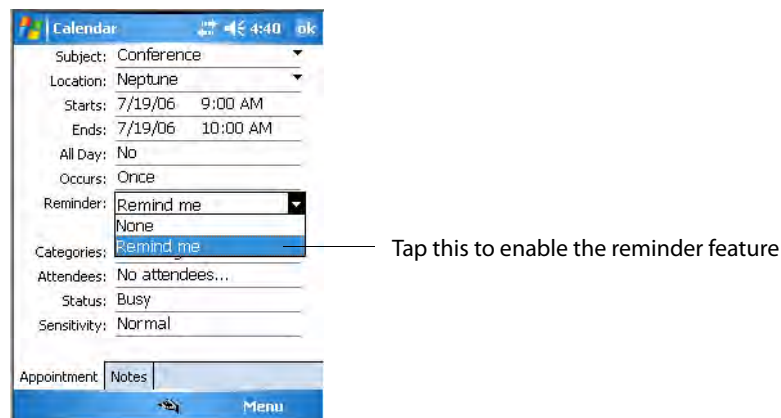


You cannot modify or create all day events with attendees on the CN3 Computer. If you create all-day events with attendees on your desktop, use ActiveSync to copy such events to the CN3 Computer. Then, view them in Calendar. For more information on copying files, see *ActiveSync Help*. To use the CN3 Computer to schedule an appointment with attendees lasting all day, set type to **Normal**, then adjust date and time accordingly.

### Setting a Reminder for an Appointment

Do the following to set a reminder for an appointment in the calendar:

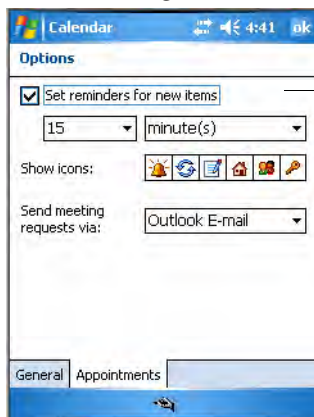
- 1 Tap the appointment, then tap **Edit** to change the appointment.
- 2 Tap **Reminder** and select **Remind me**.
- 3 To change how many minutes before the appointment you are reminded, tap the minutes displayed, then select the new minutes from a drop-down or enter the new minutes. Tap **minutes** to change hours, days, or weeks.







**Note:** To automatically set a reminder for all new appointments, in the calendar, tap **Menu > Options > the Appointments tab**, check **Set reminders for new items**, then tap the number and timeframe options to change the information given.



Tap this to set reminders for new appointments

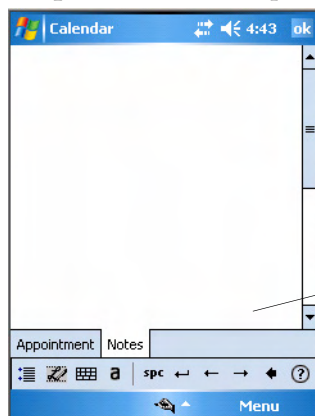


To choose how you are reminded, for example by a sound, tap **Start > Settings > the Personal tab > the Sounds & Notifications icon**.

### Adding a Note to an Appointment

You can add written or typed notes and even recordings (if your CN3 Computer supports recordings) to an appointment. This is a good place for maps, drawings, and other detailed information. *To edit an existing note, tap the appointment in the calendar, tap **Edit**, then tap the **Notes** tab.*

- 1 In the calendar, tap the appointment, then tap **Edit**.
- 2 Tap the **Notes** tab to enter notes. For specific instructions, tap **Start > Help**, then select a topic.



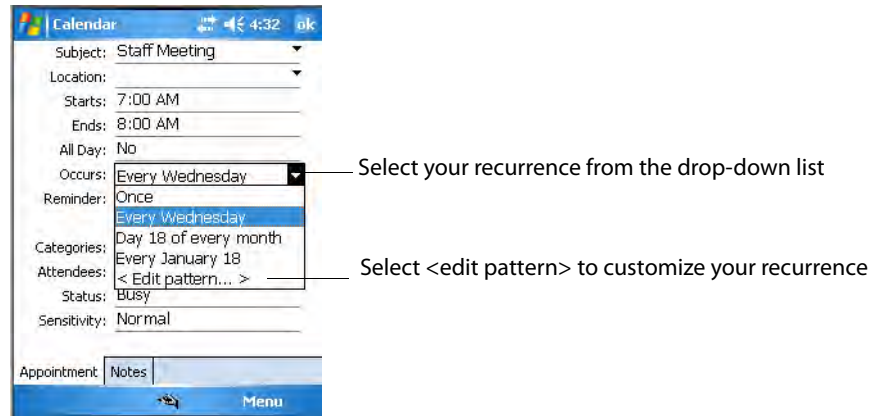
Use your stylus to write or draw information here



## Making an Appointment Recurring

Do the following to make a recurring appointment:

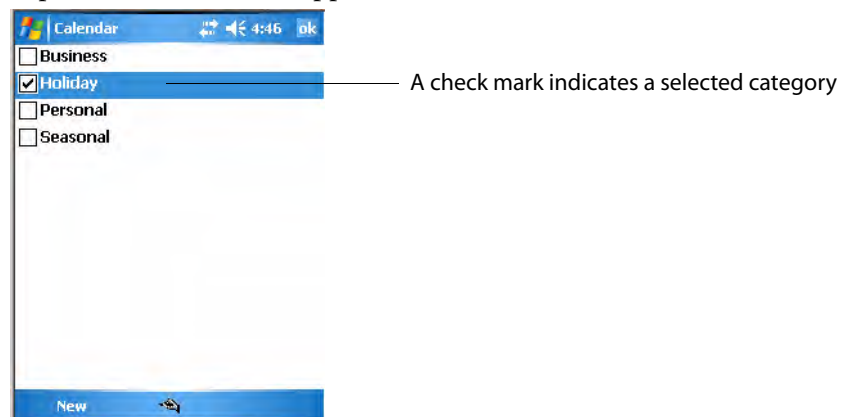
- 1 In the calendar, tap the appointment, then tap **Edit**.
- 2 Tap **Occurs** and select a pattern from the list. Or, to create a new pattern, tap **<Edit pattern...>**, and follow the steps in the wizard.



## Assigning an Appointment to a Category

To find an appointment assigned to a category, tap **Menu > Filter**, then select the type of appointment that you want displayed. To show all appointments again, tap **Menu > Filter > All Appointments** to clear all categories.

- 1 In the calendar, tap the appointment, tap **Edit**, then tap **Categories**.
- 2 Check the categories to which you want to assign the appointment.
- 3 To create a new category, tap **New**, enter the category name, then tap **Done**. The new category is automatically checked in the list.
- 4 Tap **ok** to return to the appointment.



## Sending a Meeting Request

Use Calendar to schedule meetings with people who use Outlook or Pocket Outlook. When attendees receive a meeting request, they can accept or decline the meeting. If they accept the request, the meeting is automatically added to their schedule, their response is sent back to you, and your calendar is updated.

Before you can send a meeting request, you must enter e-mail addresses in Contacts Help and set up Messaging to send and receive messages. For more information on sending and receiving meeting requests, open either the Calendar application or the Messaging application, tap **Start > Help**, then select a topic.

If you are sending the meeting request through a connection to an ISP or the network, rather than through synchronization with your desktop, tap **Menu > Options > the Appointments tab**. From the **Send meeting request** via drop-down list, tap the service to use to send the request.

- 1 Tap to hold a timeslot in the calendar, then tap **New Appointment**.
- 2 Enter the meeting information, hide the onscreen keyboard, if needed, then tap **Attendees**. Only those contacts with e-mail addresses are displayed. Select the contacts you want to invite, then tap **Add** to return to the list.
- 3 Repeat this procedure until you have everyone you want to invite to the meeting, then tap **ok**.
- 4 Messaging automatically creates a meeting request and sends it to the attendees the next time you synchronize with your desktop. Textual notes entered in the **Notes** tab (excluding writing) are also sent.



To remove a person, highlight that person, then tap **Delete**

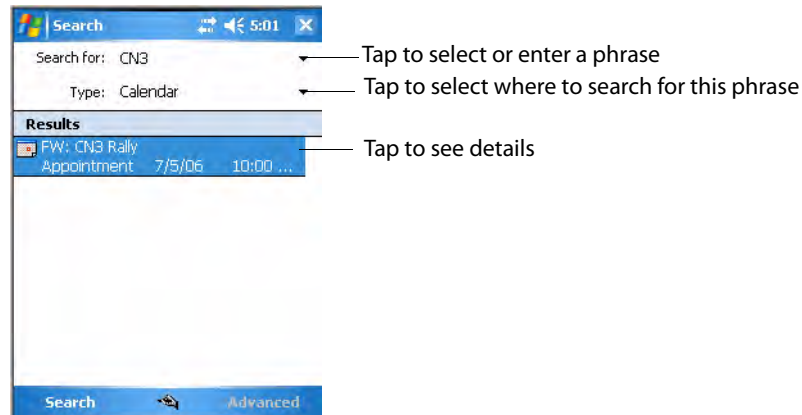
## Finding an Appointment



- Tap **Start > Programs > the Search icon**, enter the appointment name, tap the **Type** arrow and select “Calendar” from the drop-down list, and then tap **Search**. You can tap the **Search for** drop-down arrow to select from a list of previously searched items or phrases.

Note for future access, this is added to your Start menu in the Recent Programs area, via **Start > Search**.

- To find an appointment assigned to a category, tap **Menu > Filter**, then select the type of appointment that you want displayed. To show all appointments again, tap **Menu > Filter > All Appointments** to clear all categories.



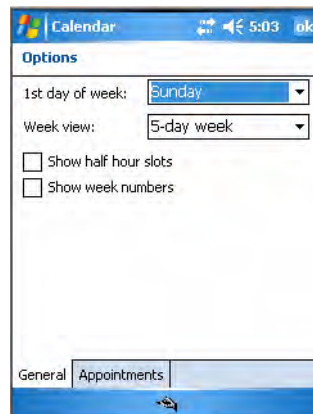
## Deleting an Appointment

- 1 In the calendar, tap and hold the appointment.
- 2 On the pop-up menu, tap **Delete Appointment**. The next time you synchronize, the appointment is also deleted from the desktop.

## Changing Calendar Options

In the calendar, tap **Menu > Options**, tap either tap, make your changes, then tap **ok** to return to the calendar.

- Tap the **General** tab to change the calendar view.



- Tap the **Appointments** tab to select what **Show icons** appointment indicators should appear when you view appointment contents. Tap and hold an icon to see its name. Selected icons are in black.



## Contacts: Tracking Friends and Colleagues



To switch to Contacts on the CN3 Computer, tap **Start > Contacts**.

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

If you use Microsoft Outlook on your desktop, you can synchronize contacts between your CN3 Computer and your desktop.



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

Tap to see additional phone numbers, e-mail addresses

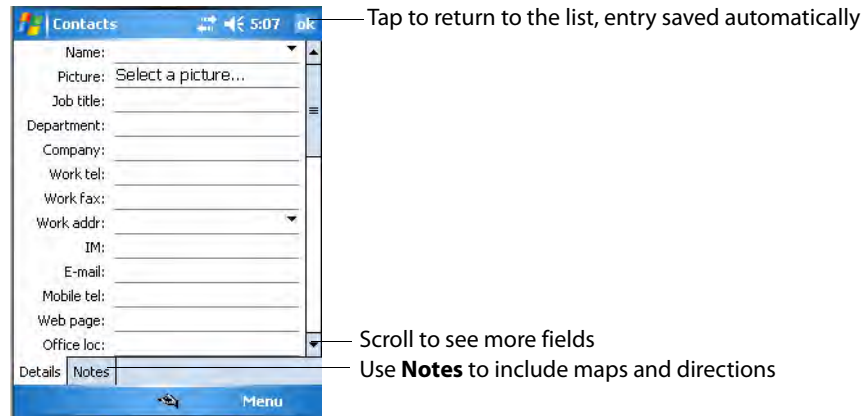
Tap to display and edit contact details

Tap to create a new contact

### Creating a Contact

- 1 Tap **New**, then use the input panel to enter a name and other contact information. Scroll down to see all available fields.
- 2 To assign the contact to a category, scroll to and tap **Categories**, then select a category from the list. In the contact list, you can display contacts by category.

- 3 To add notes, tap the **Notes** tab. You can enter text or draw. For information on creating notes, see “[Notes: Capturing Thoughts and Ideas](#)” on page 54.
- 4 When finished, tap **ok** to return to the contact list.



## Synchronizing Contacts

Contacts stored on your CN3 Computer can be synchronized with Outlook contacts stored on your desktop or with Mobile Information Server 2002 or later.

New items entered in one location are copied to the other during synchronization. Handwritten notes and drawings are saved as pictures when synchronizing with your desktop, but are removed when synchronizing with a server.

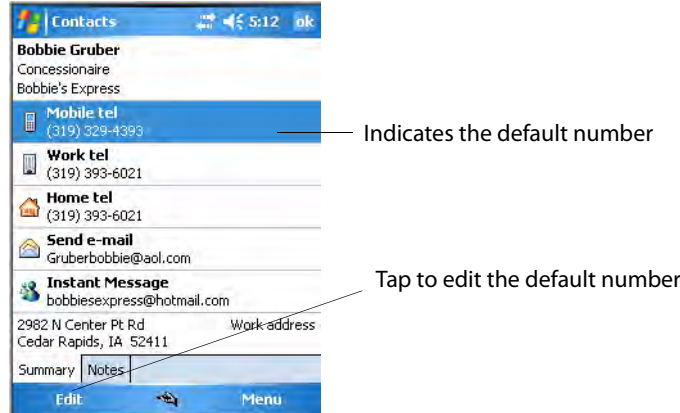
For information on synchronization, see *ActiveSync Help* on the desktop.

## Viewing Contacts

The contact list displays the contact name and the first primary phone number or e-mail address specified for that contact. Contacts are ordered by name of contact or company. *You can change the appearance of the Contacts list by tapping **Menu** > **Options**.*

- Tap the default letter (**h**ome, **w**ork, **m**obile, or **e**-mail) to the right of the contact to see additional phone numbers and e-mail addresses.
- Use the up/down controls on your keypad to highlight a contact, then press the left/right controls on your keypad to change the default number, displayed as a letter to the right of the contact name. The default number is highlighted in the contact's summary, like the sample below.
- To see more contact information, tap the contact.
- To see a list of available actions for a contact via a pop-up menu, tap and hold the contact.

- To see a list of contacts employed by a specific company, tap **Menu** > **View By** > **Company**. Then, tap the desired company name.

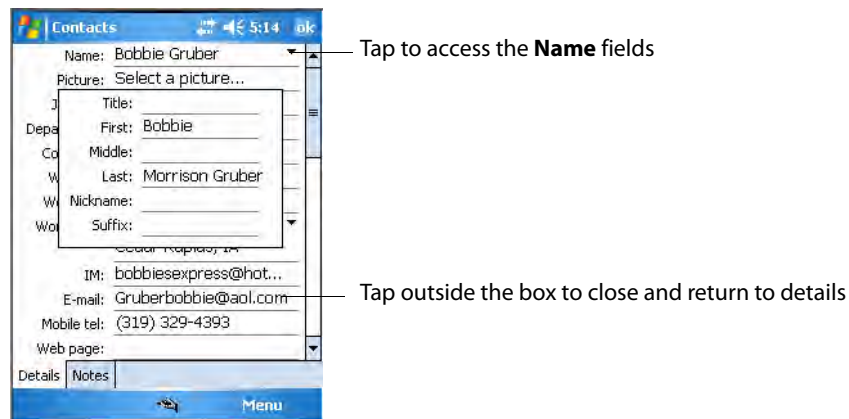


## Creating or Changing a Contact

- To create a contact, tap **New**. To enter notes, tap the **Notes** tab. When finished, tap **ok** to return to the contact list. *New contacts are added to the displayed category.*
- To change a contact, tap it in the contact list, and then tap **Menu** > **Edit**. To cancel edits, tap **Menu** > **Undo**. When finished making changes, tap **ok** to return to the contact list.



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

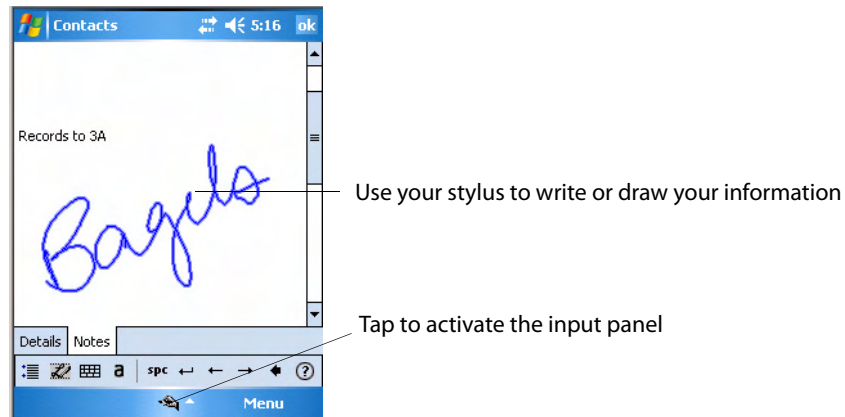


## Adding a Note to a Contact

You can add written or typed notes and even recordings (if your CN3 Computer supports recordings) to a contact. Notes are handy for maps and drawings. *To edit an existing note, tap the contact, tap **Menu** > **Edit**, then tap the **Notes** tab.*

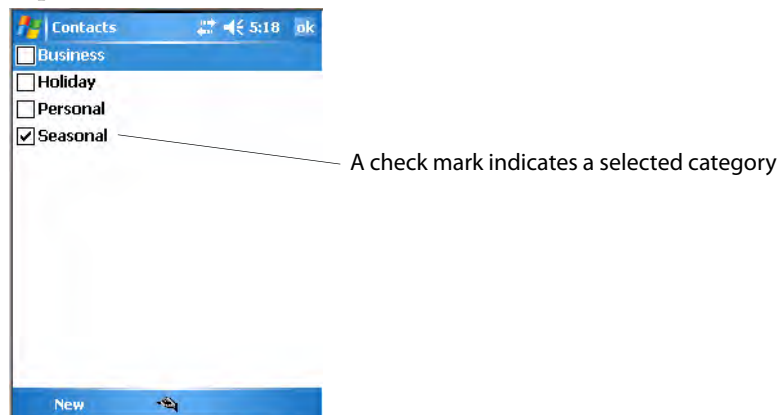
- In the contact list, tap the contact.

- 2 Tap the **Notes** tab. For instructions, tap **Start > Help**, then select a topic.



### Assigning a Contact to a Category

- 1 In the contact list, tap the contact, and then tap **Menu > Edit**.
- 2 Scroll to, tap **Categories**, then check categories to assign to the contact.
- 3 To create a new category, tap **New**, enter the category name, then tap **Done**. The new category is automatically checked in the list.
- 4 Tap **ok** to return to the contacts.



### Copying a Contact

Press and hold a contact for a pop-up menu, then select **Copy Contact**; or if a contact is already highlighted, tap **Menu > Copy Contact**.

### Sending a Message to a Contact

Press and hold a contact for a pop-up menu, then select **Send E-mail** or **Send SMS** depending on the type of message being sent. To send an e-mail message, you must have an e-mail address configured for the contact. To send an SMS (Short Messaging Service) message, you must have an SMS number for the contact, which is usually the mobile phone number.



## Finding a Contact

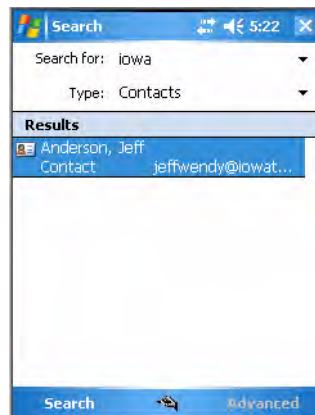
Use any of the following methods to find a contact. To quickly move through a long list of contacts, tap one of the sets of letters displayed at the top to view contact names beginning with those letters.



- Tap **Start > Programs > the Search icon**, enter the contact name, tap the **Type** arrow and select “Contacts” from the drop-down list, and then tap **Search**. *You can tap the **Search for** drop-down arrow to select from a list of previously searched items or phrases.*

Note for future access, this is added to your Start menu in the Recent Programs area, via **Start > Search**.

- From Contacts, start typing a contact name until you see it displayed on the screen. To show all contacts again, tap the text box at the top of the screen and clear the text, or tap the arrow to the right of the text box.
- To find a contact assigned to a category, tap **Menu > Filter**, then select the type of contact to display. To show all contacts again, tap **Menu > Filter > All Contacts** to clear all categories.
- To view the names of companies for which your contacts work, in the contact list, tap **Menu > View By > Company**. The number of contacts that work for that company is displayed to the right of the company.



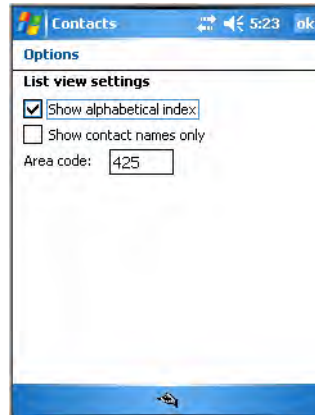
## Deleting a Contact

Press and hold a contact for a pop-up menu, select **Delete Contact**, then select **Yes**; or if a contact is already highlighted, tap **Menu > Delete Contact**, then select **Yes**.



## Changing Contacts Options

In the contact list, tap **Menu > Options**, make your changes, then click **ok** to return to the Contacts list.

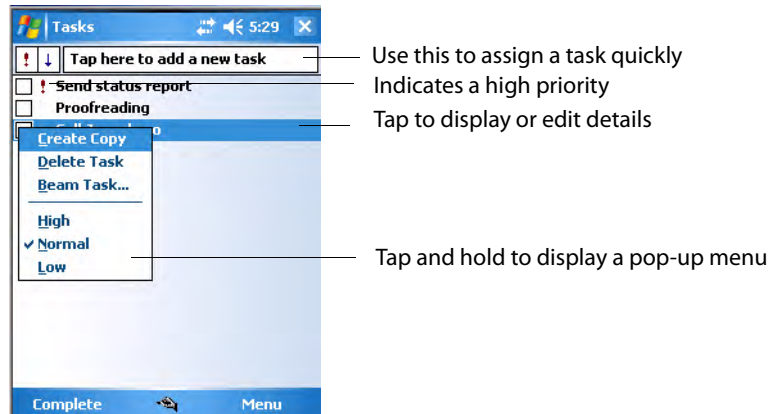


## Tasks: Keeping a To Do List



To switch to Tasks on your CN3 Computer, tap **Start > Tasks**.

Use Tasks to keep track of what you have to do. A variety of task information can display on the Today screen. If you use Microsoft Outlook on your desktop, you can synchronize tasks between your CN3 Computer and desktop. To change the way information is displayed, tap **Menu > Options**.



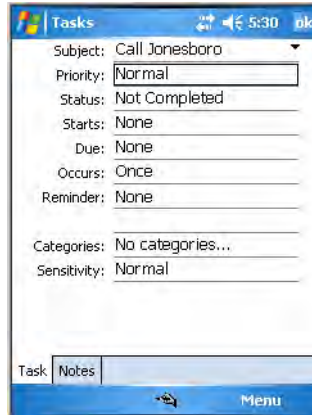
## Creating a Task

To quickly create a task with only a subject, tap **Tap here to add a new task** and enter your task information.

- To quickly create a task, enter text in the **Tap here to add a new task** box at the top of the screen. If you do not see this box, tap **Menu > Options**, then check **Show Tasks entry bar**.
- To create a task with detailed information, such as start and due dates, tap **New**. To enter notes, tap the **Notes** tab. 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 need to hide it to see all available fields. You can

enter text or draw. For information on creating notes, see “Notes: Capturing Thoughts and Ideas” on page 54.

- To change a task, tap it in the task list, and then tap **Edit**. Using the onscreen keyboard, enter a description. To assign the task to a category, tap **Categories** and check categories from the list. In the task list, you can filter tasks by category. When finished, tap **ok** to return to the task list.

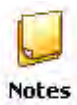


## Synchronizing Tasks

Tasks stored on the CN3 Computer can synchronize with Microsoft Outlook on your desktop. Task synchronization is automatic in ActiveSync.

New items entered on one computer are copied to the other during synchronization. Handwritten notes and drawings are saved as metafiles (pictures). For information, see *ActiveSync Help* on the desktop.

## Notes: Capturing Thoughts and Ideas



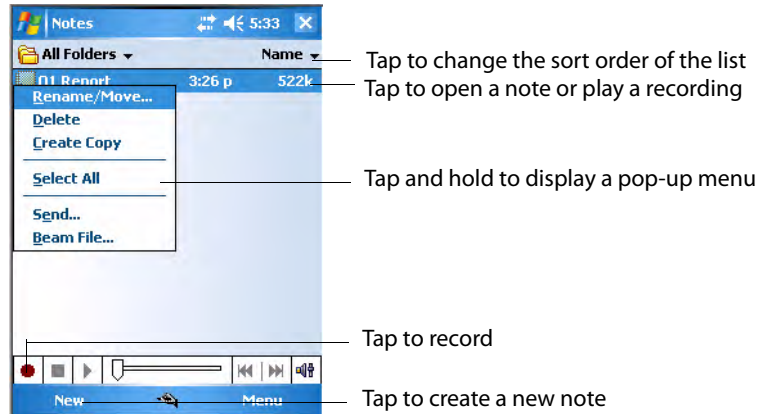
To switch to Notes on your CN3 Computer, tap **Start > Programs > the Notes icon**.



Note for future access, this is added to your Start menu in the Recent Programs area, via **Start > Notes**.

Notes helps you quickly capture your ideas, notes, and thoughts. You can create a note using written and typed text, drawings, and recordings. You can also share your notes with others through e-mail, infrared, and synchronization with your desktop.

To create documents with advanced formatting or templates, such as bulleted lists and tabs, use word processing software developed for your CN3 Computer, such as Word Mobile.



## Creating a Note

To create your note, tap **New**, then write, draw, type, or record your information. For information about using the input panel, writing and drawing, and creating recordings, see [“Basic Usage” on page 22](#).

- **Writing**  
Using the stylus, write directly on the screen.
- **Drawing**  
Using the stylus, draw directly on the screen.
- **Typing**  
Using the input panel, enter typed text into the CN3 Computer. Do this by tapping keys on the onscreen keyboard or by using handwriting recognition software.
- **Recording**  
Create a stand-alone recording or embed a recording into a note.

## Synchronizing Notes

Notes can synchronize between your desktop and CN3 Computer either through notes synchronization or file synchronization. Notes synchronization synchronizes the notes on your CN3 Computer with Outlook Notes on your desktop. File synchronization synchronizes all notes on the CN3 Computer with the My Documents folder for the CN3 Computer on your desktop.

To synchronize your notes through notes synchronization, first select the Notes information type for synchronization in ActiveSync. The next time you synchronize, all notes in My Documents and its subfolder on your CN3 Computer appear in Outlook Notes on your desktop. Notes that contain only text appear as regular notes in Outlook on your desktop, while notes containing written text or drawings appear in the device format. In addition, all notes in the Notes group in Outlook on the desktop appear in Notes on the CN3 Computer.

To synchronize your notes as files, in ActiveSync, select the Files information type for synchronization and clear the Notes information type. When you select Files, the My Documents folder for the CN3 Computer is cre-

ated on your desktop. All .PWI files placed in the My Documents folder on your CN3 Computer and all .DOC files placed in the My Documents folder for the CN3 Computer on your desktop are synchronized. Password-protected files cannot be synchronized.

ActiveSync converts documents during synchronization. For information on synchronization or file conversion, see *ActiveSync Help* on the desktop.



**Note:** When you delete or change an item on either your desktop or the CN3 Computer, the item is changed or deleted in the other location the next time you synchronize.



**Note:** If you synchronize your notes using file synchronization and then later decide to use notes synchronization, all of your notes are synchronized with Outlook on your desktop and no longer store in the My Documents folder for the CN3 Computer.

## Messaging: Sending and Receiving E-mail Messages



To switch to Messaging on your CN3 Computer, tap **Start > Messaging**.

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

You can send and receive e-mail by synchronizing with your desktop, or by connecting to a Post Office Protocol 3 (POP3) or Internet Message Access Protocol 4 (IMAP4) mail server. You need to set up an e-mail account for each method that you use except for Microsoft ActiveSync, which is set up by default. The ActiveSync folder on your CN3 Computer stores messages that you send and receive through synchronization with a desktop. Account names appear as folders in the folder list (located on the left, under the navigation bar) in the Messaging message list.

With synchronization, messages are synchronized between the CN3 Computer Inbox and the PC Inbox by using ActiveSync and Microsoft Exchange or Microsoft Outlook. For more information, see [“Synchronizing E-mail Messages”](#) on the next page.

When connecting to a POP3 or IMAP4 server, you use a modem to connect to your Internet service provider (ISP) or a modem card to connect to the local area network to which your e-mail server is connected. You can also use your phone to connect by using a cellular line connection. For more information, see [“Connecting to a Mail Server”](#) on page 58.

### Synchronizing E-mail Messages

After selecting Messaging for synchronization in ActiveSync, e-mail messages are synchronized as part of the general synchronization process. During synchronization:

- Messages are copied from the Inbox folder on your desktop or the Microsoft Exchange server to the Inbox folder on your CN3 Computer. (Note that you can only synchronize information directly with an Exchange Server if your company is running Microsoft Mobile Information Server 2002 or later.) By default, you receive messages from the last three days only, the first 100 lines of each new message, and file attachments of less than 100 KB in size.
- Messages in the Outbox folder on your CN3 Computer are transferred to Exchange or Outlook and then sent from those programs.
- The messages on the two computers are linked. When you delete a message on your CN3 Computer, it is deleted from your desktop the next time you synchronize.
- Messages in subfolders in other e-mail folders in Outlook are synchronized only if they were selected for synchronization in ActiveSync.

For information on initiating Messaging synchronization or changing synchronization settings, see *ActiveSync Help* on your desktop or tap **Start** > **Help**, then select a topic.

### Managing E-mail Messages and Folders

Each e-mail account and SMS account has its own folder hierarchy with five default folders: Inbox, Outbox, Deleted Items, Drafts, and Sent Items. The messages you receive and send through the mail account are stored in these folders. You can also create additional folders within each hierarchy. The Deleted Items folder contains messages that were deleted on the CN3 Computer. The behavior of the Deleted Items and Sent Items folders depends on the Inbox options you have chosen.

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

- *If you use ActiveSync*, e-mail messages in the Inbox folder in Outlook automatically synchronize with your CN3 Computer. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move are then mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read messages while away from your desktop.
- *If you use SMS*, messages are stored in the Inbox folder.
- *If you use POP3* and you move e-mail messages to a folder you created, the link is broken between the messages on the CN3 Computer and their copies on the mail server. The next time you connect, the mail server sees that the messages are missing from the CN3 Computer Inbox and deletes them from the server. This prevents you from having duplicate copies of a message, but it also means that you no longer have access to

messages that you move to folders created from anywhere except the CN3 Computer.

- *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 CN3 Computer or desktop. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

For all accounts except ActiveSync, you can access folder options by tapping **Menu > Tools > Manage Folders**.

### Connecting to a Mail Server

In addition to synchronizing e-mail messages with your desktop, you can send and receive e-mail messages by connecting to an e-mail server using a modem or network card connected to your CN3 Computer. You need to set up a remote connection to a network or an ISP, and a connection to your e-mail server. For more information, see [“Remote Access \(Modems\)” on page 118](#).

When you connect to the e-mail server, new messages are downloaded to the CN3 Computer Inbox folder, messages in the CN3 Computer Outbox folder are sent, and messages that were deleted on the e-mail server are removed from the CN3 Computer Inbox folder.

Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your desktop. When you delete a message on your CN3 Computer, it is also deleted from the e-mail server the next time you connect based on the settings selected in ActiveSync.

You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space on your CN3 Computer.

When working offline, once you have 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 have marked for retrieval and sends the messages you have composed.

### Setting Up or Changing an Account

To set up a POP3 or IMAP4 e-mail account, tap **Menu > Tools > Options > New Account**. Follow instructions in the New Account Wizard.

To set up an SMS account, tap **Menu > Switch Accounts**, and then tap **SMS**. Follow the instructions on the screen.

To change options for an account, tap **Menu > Tools > Options > the name of the account**, and follow the instructions on the screen.

To delete an account, tap **Menu > Tools > Options**, tap and hold the name of the account, and then tap **Delete**.



**Note:** You can set up several e-mail accounts including your ActiveSync account, but you can set up only one SMS account, which you cannot delete once it is set up.

### Downloading Messages from the Server

Note that receiving entire messages consumes storage memory. The size column in the message list displays the local size and server size of a message. Even when a message has downloaded fully, these numbers may differ because the size of a message can vary between the server and the CN3 Computer.

- 1 Tap **Menu > Switch Accounts** and ensure that the account you want to use is selected (marked by a bullet.)
- 2 The messages on your CN3 Computer and e-mail server are synchronized: new messages are downloaded to the CN3 Inbox folder, messages in the CN3 Outbox folder are sent, and messages that were deleted from the server are removed from the CN3 Inbox. Tap a message in the message list to open it.
- 3 If you read a message and decide that you need the full copy, tap **Menu > Download Message** while in the message window. If you are in the message list, tap and hold the message, and then tap **Download Message**. This also downloads message attachments if you selected those options when you set up the e-mail account. You can also choose to download full copies of messages by default.
- 4 When finished, close Messaging.

### Composing and Sending Messages

To compose a message, do the following.

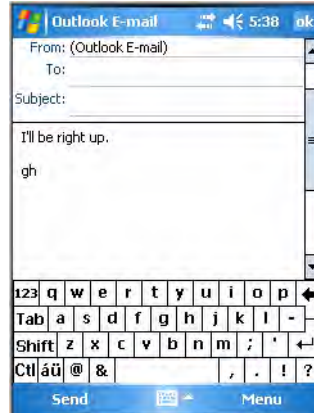
If you are sending an SMS message and want to know if it was received, before sending the message, tap **Menu > Message Options > Request SMS text message delivery notification**.

Depending on the e-mail address options that you select, you can use a directory service in addition to your contact list to verify names.

- 1 In the message list, tap **New**.
- 2 To select an account, tap the **From** list and select “ActiveSync,” “SMS,” or the desired e-mail account.
- 3 Enter the e-mail address or SMS address of one or more recipients, separating them with semicolons. To access addresses and phone numbers from Contacts, tap **To**.
- 4 Enter your message. To quickly add common messages, tap **Menu > My Text**, select a desired message.
- 5 To check spelling, tap **Edit > Spell Check**.



- 6 Tap **Send**. If you are working offline, the message is moved to the Out-box folder and is sent the next time you connect.



## Companion Programs

The companion programs consist of Word Mobile, Excel Mobile, and PowerPoint Mobile, and Windows Media Player. To switch to a companion program on your CN3 Computer, tap **Start > Programs**, then tap the program name.

### Word Mobile

Word Mobile works with Microsoft Word on your desktop to give you access to copies of your documents. You can create new documents on your CN3 Computer, or you can copy documents from your desktop to your CN3 Computer. Synchronize documents between your desktop and your CN3 Computer to have up-to-date content in both locations.

#### Creating a Document



Use Word Mobile to create documents, such as letters or meeting minutes. To create a new file, tap **Start > Programs > the Word Mobile icon > New**. You get either a blank document or a template, depending on what you have selected under **Menu > Tools > Options**.

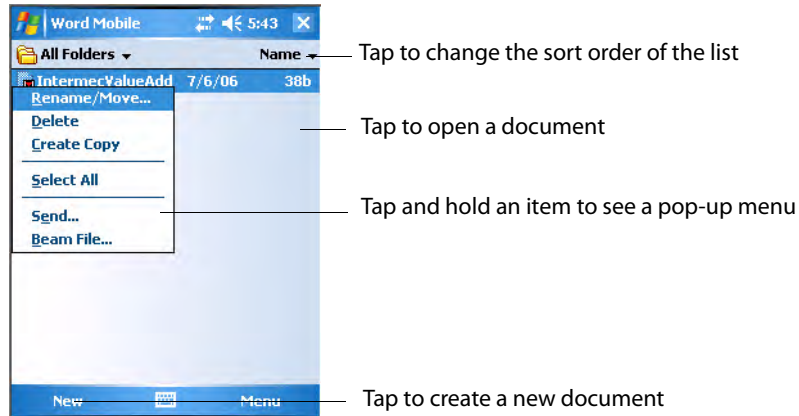


For future use, this is added to your Start menu in the Recent Programs area, via **Start > Word Mobile**.

You can open only one document at a time; when you open a second document, you have to save the first. You can save a document you create or edit in formats such as Word (.DOC), Pocket Word (.PSW), Rich Text Format (.RTF), and Plain Text (.TXT).

Word Mobile contains a list of files stored on your CN3 Computer. 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 action on the pop-up menu.





You can enter information in Word Mobile in by typing or writing. Each mode has its own toolbar, which you can show and hide by tapping the **Input Panel** icon in the center of the command bar.

You can change the zoom magnification by tapping **View > 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 are opening a Word document created on a desktop, you may select **View > Wrap to Window** so that you can see the entire document.

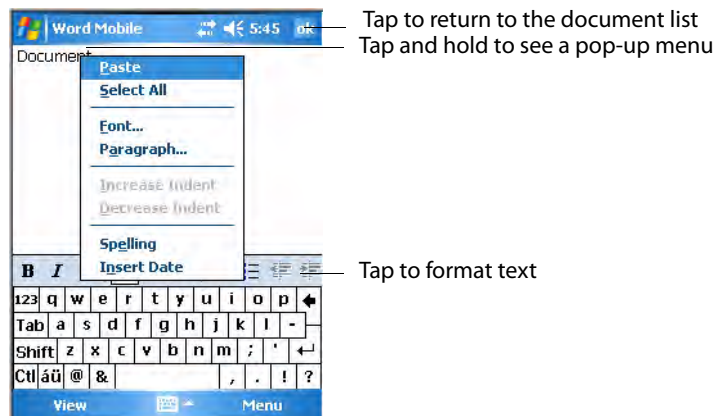
To check spelling, select text, then tap **Menu > Tools > Spelling**. To use new documents as templates, move the documents to the Templates folder.

You can insert the data in a document. Tap and hold anywhere on the document, then tap **Insert Date** from the pop-up menu.

## Typing Mode

Using the input panel, enter typed text into the document. For more information on entering typed text, see [“Basic Usage” on page 22](#).

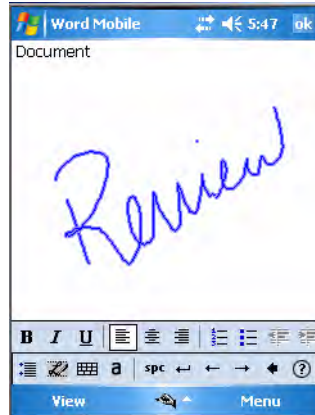
To format existing text and to edit text, first select the text. You can select text as you do in a Word document, using your stylus instead of the mouse to drag through the text you want to select. You can search a document to find text by tapping **Menu > Edit > Find/Replace**.



## Writing Mode

In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. For more information on writing and selecting writing, see **“Basic Usage” on page 22**.

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



## Synchronizing Word Mobile Documents

Word Mobile documents can be synchronized with Word documents on your desktop. To synchronize files, first select the Files information type for synchronization in ActiveSync. When you select Files, the My Documents folder for the CN3 Computer is created on your desktop. Place all files you want to synchronize with the CN3 Computer in this folder. Password-protected files cannot be synchronized.

All Word Mobile files stored in My Documents and its subfolders are synchronized with the desktop. ActiveSync converts documents during synchronization.

For more information on synchronization or file conversion, see *ActiveSync Help* on the desktop. When you delete a file on either your desktop or your CN3 Computer, the file is deleted in the other location the next time you synchronize.

## Excel Mobile

You can create and edit workbooks and templates in Excel Mobile as you do in Microsoft Excel on your desktop. Excel Mobile workbooks are usually saved as .PXL files, but you can also save them in .XLS format.

When you close a workbook, it is automatically named and placed in the Excel Mobile workbook list.

## Creating a Workbook



Excel Mobile

Use Excel Mobile to create workbooks, such as expense reports and mileage logs. To create a new file, tap **Start > Programs > the Excel Mobile icon > New** to access a blank workbook. Or, if you have selected a template for new workbooks under the **Menu > Tools > Options**, that template appears with appropriate text and formatting already provided.



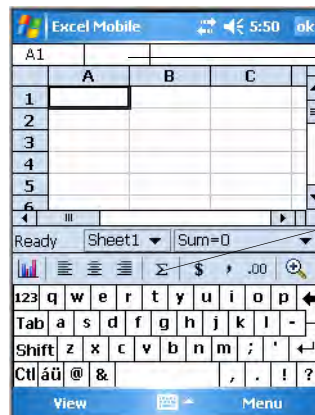
Excel Mobile

For future use, this is added to your Start menu in the Recent Programs area, via **Start > Excel Mobile**.

You can open only one workbook at a time; when you open a second workbook, save the first. You can save a workbook you create or edit in a variety of formats, including Pocket Excel (.PXL) and Excel (.XLS). You can also save a workbook as a template by moving the workbook to the Templates folder.

Excel Mobile contains a list of the files stored on your CN3 Computer. Tap a file in the list to open it. To delete, make copies of, send files, tap and hold a file in the list, then select the appropriate action from the menu.

Excel Mobile provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. Tap **View > Toolbar** to see the toolbar.



Cell contents appear here as you enter them

Autosum icon

## Tips for Working in Excel Mobile

Note the following when working in large worksheets in Excel Mobile:

- View in full-screen mode to see as much of your worksheet as possible. Tap **View > Full Screen**. To exit full-screen mode, tap **View > Full Screen**.
- Tap **View > Zoom** and select a percentage so that you can easily read the worksheet.
- Show and hide window elements. Tap **View > Show**, then tap the elements you want to show or hide.
- Freeze panes on a worksheet. First select the cell where to freeze panes. Tap **View > 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. Tap **View > Unfreeze Panes** to undo this process.

- Split panes to view different areas of a large worksheet. Tap **View > Split**. Then drag the split bar to where you want it. To remove the split, tap **View > Remove Split**.

For more information on using Excel Mobile, tap **Start > Help**, then select a topic.

## PowerPoint Mobile

With PowerPoint Mobile on your CN3 Computer, you can open and view slide show presentations created on your PC. Whether the presentation is opened from an e-mail message, downloaded from a file share or the Internet, copied to the CN3 Computer via a storage card, or obtained by synchronizing with your PC, slide shows created in \*.PPT and \*.PPS format with PowerPoint 97 and later can be viewed on your CN3 Computer.

Many presentation elements built into the slide shows such as slide transitions and animations will play back on the device. If the presentation is set up as a timed slide show, one slide will advance to the next automatically. Links to URLs are also supported.

For more information on PowerPoint Mobile while you are in this application, tap **Start > Help**, then select a topic.

### To Start a Slide Show Presentation

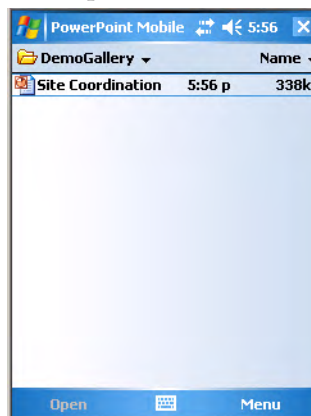


For future use, this is added to your Start menu in the Recent Programs area, via **Start > PowerPoint Mobile**.



PowerPoint Mobile

- 1 To start a slide show presentation, tap **Start > Programs > the PowerPoint Mobile icon**.
- 2 In the presentation list, tap the slide show you want to view.

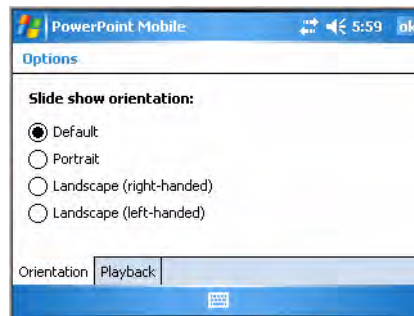


- 3 Tap the current slide to advance to the next slide. If the presentation is set up as a timed slide show, slides will advance automatically.

- 4 To view a PowerPoint Mobile presentation in portrait, or right-handed or left-handed landscape orientations, tap the slide icon (*in the bottom, left corner of the following illustration*) for a pop-up menu.



- 5 Tap **Show Options** > the **Orientation** tab, then select an orientation.
- 6 Tap **Default** to view the presentation in the orientation that best fits the size and shape of the screen.

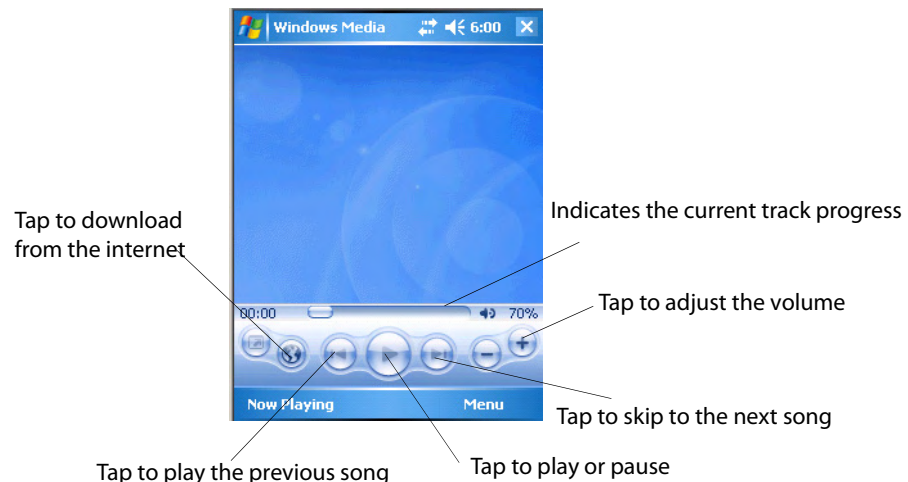


## Windows Media Player for Windows Mobile



Tap **Start** > **Windows Media**. For more information about using Windows Media, tap **Start** > **Help**, then select a topic.

Use Microsoft Windows Media Player on your desktop to copy digital audio and video files to your CN3 Computer. You can play Windows Media and MP3 files on your Windows Mobile.



## Internet Explorer Mobile

Use Internet Explorer Mobile to view Web or WAP pages in these ways:

- During synchronization with your desktop, download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder in Internet Explorer on the desktop.
- Connect to an ISP or network and browse the Web. To do this, create the connection first, as described in [“Remote Access \(Modems\)” on page 118](#).

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



To switch to Internet Explorer Mobile on your CN3 Computer, tap **Start > Internet Explorer**.

### Mobile Favorites

Only items stored in the Mobile Favorites subfolder in the Favorites folder in Internet Explorer on your desktop are synchronized with your CN3 Computer. 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 is synchronized with Internet Explorer Mobile on your CN3 Computer. 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 is downloaded to your CN3 Computer. Connect to your ISP or network to view the content.

- 1 In ActiveSync on your desktop, click **Tools > Options**, and select “Favorites” from the Windows PC list. For more information on using ActiveSync, see *ActiveSync Help* on the desktop.
- 2 In Internet Explorer on your desktop, save or move favorite links to the Mobile Favorites subfolder in the Favorites list via **Favorites > Organize Favorites**. For more information on using Internet Explorer, see *Internet Explorer Help* on the desktop.
- 3 Connect your CN3 Computer to your desktop. If synchronization does not start automatically, in ActiveSync on your desktop, click **Sync**.

### Mobile Favorites

If you are using Microsoft Internet Explorer 5.0 or later on your desktop, you can download mobile favorites to your CN3 Computer. Synchronizing mobile favorites downloads Web content to your CN3 Computer so that you can view pages while you are disconnected from your ISP and desktop.

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

- 1 In ActiveSync on your desktop, click **Tools > Options**, and select “Favorites” from the Windows PC list. For more information on using ActiveSync, see *ActiveSync Help* on the desktop.
- 2 In Internet Explorer 5.0 or greater on your desktop, browse to the page you want to view offline, then click **Tools > Create Mobile Favorite**.
- 3 To change the link name, enter a new name in the **Name** box.
- 4 In the **Update** box, select a desired update schedule to keep the page in the Mobile Favorites folder up to date. You can also update content by clicking **Tools > Synchronize** in Internet Explorer.
- 5 To save the link in a subfolder of Mobile Favorites, click **Create In** and select the desired subfolder.
- 6 Click **OK**. Internet Explorer downloads the latest version of the page to your desktop.
- 7 To download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the desktop, right-click the mobile favorite, then click **Properties**. On the **Download** tab, specify the number of links deep you want to download. *To conserve CN3 Computer memory, go only one level deep.*
- 8 Connect your CN3 Computer to your desktop. If synchronization between your CN3 Computer and desktop does not start, in ActiveSync on your desktop, click **Sync**.

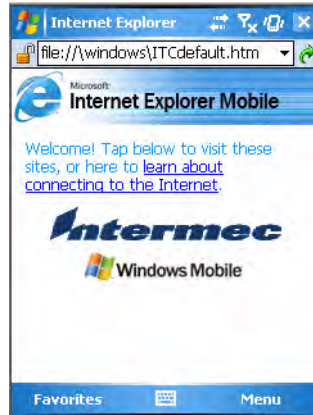
Mobile favorites take up storage memory on your CN3 Computer. To minimize the amount of memory used:

- In the settings for the Favorites information, type in ActiveSync options, turn off pictures and sounds, or stop downloading some mobile favorites to the CN3 Computer. For more information, see *ActiveSync Help*.
- Limit the number of downloaded linked pages. In Internet Explorer on the desktop, right-click the mobile favorite you want to change and then **Properties**. In the **Download** tab, specify “0” or “1” for the number of linked pages you want to download.



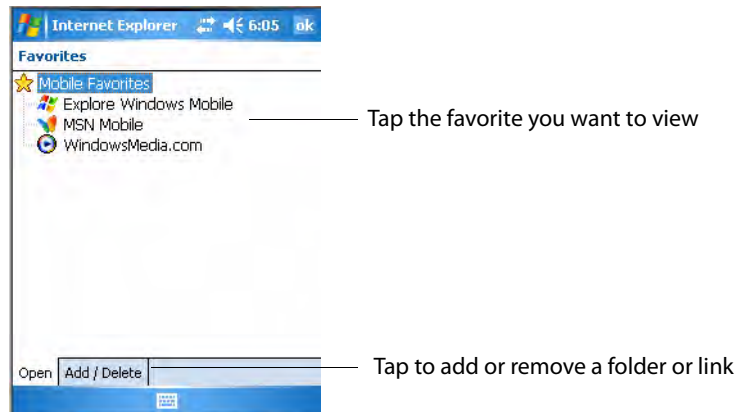
## Using Internet Explorer Mobile

You can use Internet Explorer Mobile to browse mobile favorites and channels that were downloaded to your CN3 Computer without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web.



### Viewing Mobile Favorites and Channels

- 1 Tap Favorites, or Menu > Favorites to display your list of favorites.
- 2 Tap the page you want to view.



- 3 The page that was downloaded the last time you synchronized with your desktop opens. If the page is not on your CN3 Computer, the favorite is dimmed. Synchronize with your desktop again to download the page to your CN3 Computer, or connect to the Internet to view the page.

### Browsing the Internet

Set up a connection to your ISP or corporate network using Connections, as described in [“Remote Access \(Modems\)” on page 118](#). Tap Favorites, or Menu > Favorites, and then tap the favorite to view, in the address bar that appears at the top of the screen; enter the Web address you want to visit, then tap **Enter**, and tap the arrow to choose from previously entered addresses; or while using the CN3 Computer, go to the page you want to add, tap and hold on the page, and tap **Add to Favorites** to add favorites.