

3.2.20 System

ICON	ITEM & FUNCTION
 System	• “General” Tab : (Figure 3-90)
	✓ To show: ➢ Firmware information ➢ Information about Processor type, Memory size, Expansion card
	• “Memory”: (Figure 3-91)
	✓ Move the slider to adjust memory allocation. Default storage memory is normally set to about 8MB with the reminder assigned to Program memory. ✓ Press the “OK” key on the Keypad. Note: the difference is occupied by OS between the RAM size in Information properties and total memory size of storage memory and program memory
	• “Device Name” Tab : (Figure 3-92)
	✓ Your device uses this information to identify itself to other computers. ✓ The input panel will open to facilitate data entry. ✓ To close the Device Name, press the “OK” button, or press the <Enter> key on keypad.
	• “Copyrights” Tab: (Figure3-93)
	✓ Refer to this tab for specific copyright data. As a user, you are responsible to read this statement.

Table 3-40 System



Figure 3-88 System Properties

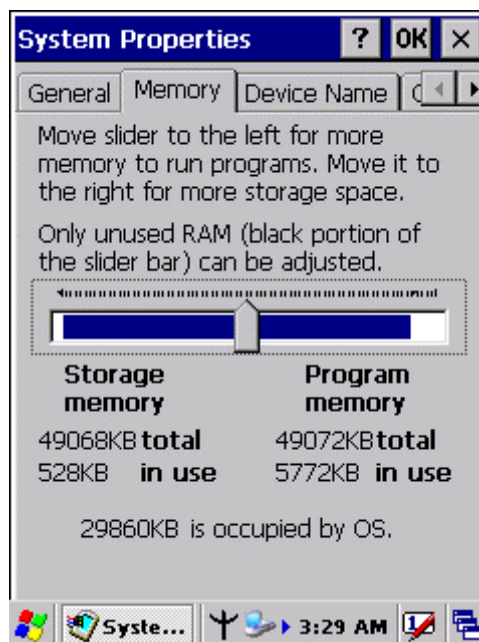


Figure 3-89 System Properties

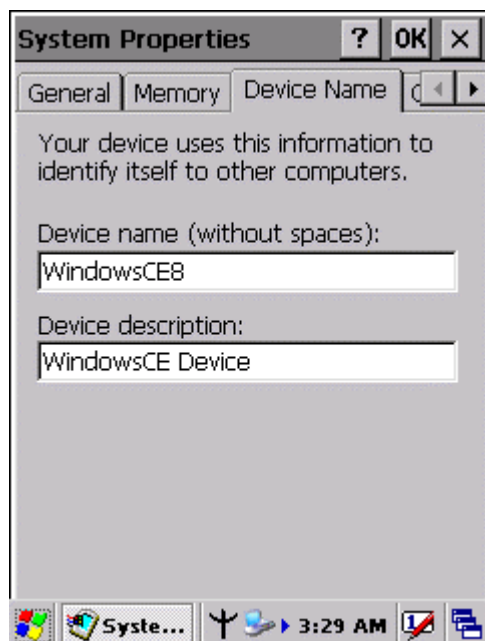


Figure 3-90 System Properties

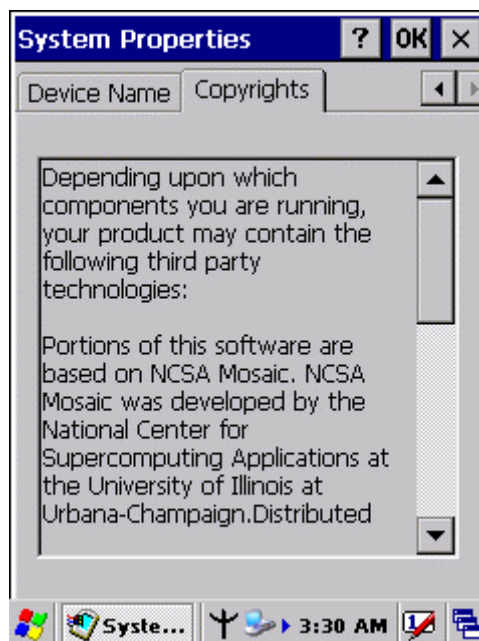


Figure 3-91 System Properties

3.2.21 Volume & Sounds Properties

ICON	ITEM & FUNCTION
 Volume & Sounds	• “Volume” Tab : (Figure 3-94)
	✓ The factory default for Volume is the forth level. You can adjust the volume to your environment and comfort. ➤ Set the volume by adjusting the slider from Soft to Loud, or press Right or Left edge of Navigation keys
	• “Sounds ” Tab: (Figure3-95)
	✓ Enable the desired sounds for key clicks, screen taps, notifications, and applications.

Table 3-41 Volume & Sound

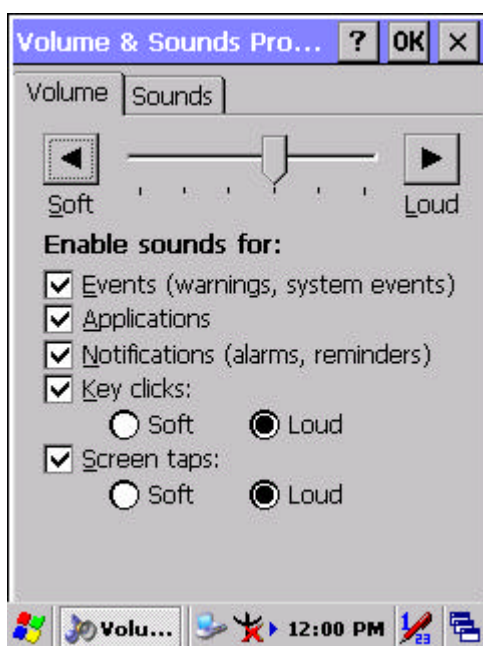


Figure 3-92 Volume & Sound

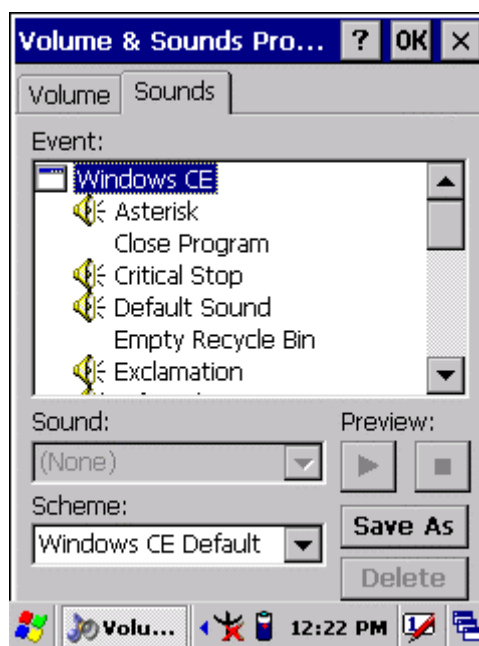


Figure 3-93 Volume & Sound

3.3 Taskbar and Start Menu

ICON	ITEM & FUNCTION
Taskbar and Start Menu	• “General” Tab :
	✓ In this tab, You can change the position of the Taskbar and Start menu ➤ Is always on top or not ➤ Auto hide or not ➤ Show Clock or not
	• “Advanced ” Tab:
	✓ Tap the “Clear” button to remove the contents of the Documents Menu. ✓ Enable “Expand Control Panel” to list all icons of Control Panel from top to bottom.

Table 3-42 **Taskbar and Start menu**

Chapter 4. Communication

4.1 Installing & Setting Up Microsoft ActiveSync

4.1.1 Installing Microsoft ActiveSync on the Host PC

Microsoft ActiveSync is a file transfer tool to synchronize the files on a PC with the files on your PDT.

To install Microsoft ActiveSync, complete the following steps on the PC:

1. Go to the Microsoft website www.microsoft.com. In the search field, search for "active sync". Download the latest current version of ActiveSync.
2. Install the latest version of Microsoft ActiveSync on the host PC.
3. Open ActiveSync.
4. Select **File > Communication Settings** from ActiveSync's menu bar.
5. Go to **"Using ActiveSync"** on page 4-1 to continue using ActiveSync.

4.1.2 Connecting PDT to Host PC

1. You can use either the USB/Serial (RS232) port from the IRU-7000 cradle or a USB/Serial (RS232) cable to connect the PDT to the Host PC.
 - To use the cradle, you must first insert the PDT into the slot, making sure that the unit is firmly seated the cradle.
 - To use the cable, connect the USB/Serial cable to the PDT.
2. Connect the USB/Serial cradle or cable to the Host PC's serial port or USB port.
3. Connect the cradle or PDT to the power adapter and power source.

4.2 Using ActiveSync

Use ActiveSync to transfer and synchronize files between the PDT and the Host PC.

4.2.1 Setting up a Partnership

During the Microsoft ActiveSync installation, you were prompted to create a partnership with your mobile device. When you set up a partnership, you select synchronization and file conversation settings, which are contained in a file on your desktop computer. This file enables your desktop computer to recognize your device. Only devices that have a partnership with a desktop computer can synchronize information between the two computers.

For more information on partnerships, please refer to your Microsoft ActiveSync documentation or help file.

Transferring Files:

To transfer files, complete the following steps on the host PC:

- ✓ Select **Start> Programs >Communication > (Serial, or USB) Activesync.**
- ✓ Double-click on the selected **ActiveSync** icon
- ✓ After you have established a connection with PDT, tap the “**Explore**” button at the top of the **ActiveSync** window (or select **Explore** from the File menu).
- ✓ Navigate to the target directory on your PDT and copy the desired file by using the **Copy/paste** method or dragging and dropping the desired file(s) into the folder.



Figure 4-1 **Communication**

4.2.2 ActiveSync File Synchronization

ActiveSync files synchronization requires an ActiveSync partnership between the PDT and the Host PC. Refer to “Setting up a Partnership”, above:

- ✓ Select the files in the synchronization configuration for the PDT partnership.
- ✓ Select **Tools > Options** from the ActiveSync command bar to configure the synchronization options.
- ✓ Place the file to be synchronized in the **Synchronization** folder created you're **My Documents** directory. Defaults to the desktop. During the ActiveSync connection, all files in the **Synchronization** folder will be synchronized to the **My Documents** directory on the PDT.



Figure 4-2 Connected

4.3 Networking

Please see the **3.2.14 Owner, Table 3-33 Owner** on page 3-45 for **setting up the network ID**. And see the **2.5.6 Setting Up Wireless LAN RF** to setup the 802.11b Wireless LAN for RF connecting.

Chapter 5. Software Applications

5.1 Introduction

The PDT includes several applications for example Calculator, email, etc.
You can switch to any software application by tapping the Start Menu.

5.2 Software Applications

5.2.1 Calculator

It can be used for basic calculations with "+", "-", "*", and "/".

✓ **Procedure:**

- Tap numeric number
- Tap one operator "+", "-", "*", or "/"
- Then, tap another numeric number
- Tap another operator or numeric number if needed
- Tap "=" to get result

✓ **Button Function:**

- **"MC"** – Memory Clear : clear the memory
- **"MS"** – Memory Store : store the displayed value to memory
- **"MR"** – Memory Recall : Display the most recent stored value
- **"M+"** – Add stored numeric number into the displayed numeric value.
- **"Backspace"** – Same as " backspace" key
- **"CE"** – Clear current keying numeric number. Same as " Delete" key
- **"C"** – Clear the current calculation. Same as "ESC" key.

5.2.2 Inbox

Use **Inbox** to send and receive e-mail messages in the following ways:

- ✓ Synchronize e-mail messages with Microsoft Exchange or Outlook on the Host Computer.
- ✓ Send and receive e-mail messages by connecting directly to an e-mail server through an Internet server provider (ISP) or a network.

5.2.2.1 Setup "Inbox":

- ✓ Select **Start> Programs> Inbox** to open it.
- ✓ Select **Service> Options** from the command bar. Drag the dialog to show the right edge to configure e-mail.
- ✓ Select **"Add..."** (Note 1)
- ✓ In the **"Service Type"** list, select **POP3 Mail** or **IMAP4 Mail**. (**POP3** is the most common mail protocol for ISPs). Enter a unique name for e-mail service in the **"Service name"** field. This name cannot be changed later.
- ✓ Select **"OK"**.
- ✓ The Mail Service Setup wizard appears after you add a service. If you are adjusting the setting of an existing service, select **Service> Options**, select the service you are using, and then **Properties**. In the **Service Definition** dialog box, complete the following entries as needed:
 - **Connection:** Select the name of the connection you created to connect to the mail server. If you are receiving e-mail through a network(Ethernet) connection, select **Network Connection**. If you want Inbox to use your current connection, select **(none)**. If you have not created a connection, select **Create new connection**. Double-tap the **"Make new Connection"** icon, and follow the instructions in wizard. When finished, select Inbox in the Taskbar and continue setting up Inbox.
 - **POP3 Host(POP3 only):** Enter the name of the mail server you use to receive and send messages.
 - **Server(IMAP4 only):** Enter the name of the mail server you use to receive and send messages.
 - **User ID:** Enter the user name or mailbox ID assigned to you.
 - **Password:** Enter the password you use to access this mail account. If you do not want to be prompted to enter the password each time you connect, select **"Save password"**.
 - **Domain(Windows NT):** Enter your Windows NT domain name. This name is required only when connecting to networks, such as a corporate network, that use

Windows NT domain security. This is not required for most ISP accounts. If you have trouble connecting, try clearing this box.

- **SMTP Host:** If your mail service uses a separate server for SMTP, enter the name in the box. If you're setting up a POP3 Mail service with an ISP, the ISP must use an SMTP mail gateway.
- **Return Address:** By default, the return address is set to **username@POP3host** or **username@Servername**. Depending on the service you are using. If this is not your e-mail address, enter the correct address in the box.

5.2.2.2 Set general preferences:

If you are adjusting the setting of an existing service, select **Service> Options**, select the service you are using, select **Properties**, and then select **Next**. In the **General Preferences** dialog box, choose any of the following settings, all of which are optional:

- **Disconnect service after actions are performed:** Select to automatically disconnect from the server upon completion of all pending actions. This option minimizes connect time and cost.
- **Check for new messages every:** select the time interval(in minutes) at which you want the device to check for new mail. If this option is turned off, you must check for new mail manually by selecting **Services> Send/Receive Mail**.
- **Display a message box when new mail arrives (POP3 only):** Select to be informed that new mail has arrived.
- **Display a message box when new mail arrives (IMAP4 only):** Select to be informed that new mail has arrived.
- **Send using MIME format (POP3 only):** Select to send messages with extended characters.
- **Only display messages from last 3 days:** Select how many day's messages you want downloaded.

5.2.2.3 Set inbox preferences

If you are adjusting the settings of an existing service, select **Services> Options**, select the service you are using, select **Properties**, and then select **New** twice. In the **Inbox Preferences** dialog box, choose any of the following options:

- **Get message headers only:** Select to save storage space and time by downloading only headers. You can download a full copy of the message later by selecting the message and then **Services> Get Full Copy**.
- **Include <number> lines:** Select to set the message length (approximate number

of lines) that you want to download.

- **Get Full Copy of messages:** Select to receive a full copy of all messages. In addition to the message body, any options you select in **When getting full copy** will be downloaded. Selecting this option increases the amount of time needed to download messages.
- **Only synchronize folder hierarchy under Inbox** (IMAP4 only): Select to speed download time by preventing the complete downloaded of the folder list every time you connect.
- **Get meeting requests** (POP3 only): Select to download and store copies of meeting requests when getting full copies of messages. This setting applies whether you have chosen to download full copies of messages by default, or you selectively download full copies of messages by opening the message and selecting **Services> Get Full Copy** Limitations apply.
- **Get file attachments** (POP3 only): Select to download and save message attachments when getting full copies of messages. This option may use significant RAM and slow download time. This setting applies whether you have chosen to download full copies of messages by default, or if you selectively download full copies of messages and selecting **Services> Get Full Copy**.
- **Get file attachments and meeting requests** (IMAP4 only): Select to download and store meeting requests and message attachments when getting full copies of messages. This setting applies you have chosen to download full copies of messages by default, or if you selectively download full copies of messages by opening the message and selecting **Services> Get Full Copy** Limitations apply.
- **Only if small than** (IMAP4 only): Select to restrict the size of the attachments you download. Set to 10K if you want to receive meeting requests only.

5.2.2.4 Include the original message in a reply:

- Select **Services> Options> Compose** tab.
- Under **Reply**, select **Include Body**. This setting will place a copy of the original message beneath your response text.
- To indent the original message, select **Indent**.
- To add leading characters (such as>) to the original message lines, select **Add leading character**, and enter the character you want.

5.2.2.5 Save copies of sent messages:

By default, sent messages are not saved on your device.

- Select **Services> Options> Compose** tab.
- Select **Keep copy of sent mail in Sent** folder.

5.2.2.6 Set the action to follow deleting, moving, or responding to a message:

- Select **Services> Options > Read** tab.
- Select desired options.

5.2.2.7 Delete a message:

Select the message and select **File> Delete**. Messages are moved to Deleted (local) folder and deleted according to the option you have selected in **Services> Options> Delete** tab:

- **On connect/disconnect:** Deletes messages when you connect or disconnect from your mail service or exit Inbox.
- **Immediately:** Deletes messages as soon as you select **File> Delete**.
- **Manual:** Deletes messages when you select **File> Empty Deleted (local)**

Note: If you are working offline, messages that have been deleted from the device the next time you connect.

5.2.2.8 Empty the Deleted (local) folder:

- Select **File> Empty Deleted (local)**. This permanently deletes messages in the Deleted (local) folder.
- To check or adjust the current settings for deleting messages, select **Services> Options> Delete** tab.

5.2.2.9 Move or copy a message:

CAUTION: When you move a message that you have received through POP3 or synchronization to a folder you created on your device, the copy of the message on the server is deleted. This prevents duplicate copies of messages. Although the complete message is moved, message attachments will be deleted if you have not selected the option to download attachments. Once the message is moved, you will be able to access the message only from your device.

- Select the message
- Select **File> Move To** or **File> Copy To**.
- Select the destination folder. If you are working offline, the message will be moved or copied from the server the next time you connect.

5.2.2.10 Folder-

◆ Create a folder:

- Select **File> Folder> New Folder**
- Type a name for the folder.

◆ Delete a folder:

- Select the folder you want to delete
- Select **File> Delete**

◆ Designate a folder as offline:

Only IMAP4 folders can be designated as offline. All IMAP4 default folders, such as Inbox, are automatically designated as offline. Messages in offline folders can be viewed when you are disconnected from your mail server. If a folder is not designated as offline, you will be able to read and respond to messages in that folder only when connected to the server.

- To designate a folder as offline, select the folder and then select **Service > Offline Folder**.

◆ Rename a folder:

- Select the folder you want to rename.
- Select **File> Folder> Rename Folder**.
- Type the new name for the folder.

Notes:

- Default folders, such as Inbox, can't be renamed.
- Folders you create for IMAP4 mail servers can't be renamed.

◆ Synchronize folders while connected:

When you synchronize folders, the contents of your device folders and mail server folders are compared and updated. New mail messages are downloaded, and messages in your device Outbox folder are sent. The synchronization behavior depends on how you connect to your mail server.

- When you connect to a POP3 server, the Inbox and Outbox folders on your device are synchronized with the corresponding folders on the mail server. To synchronize after the initial connection, select **Services> Send/Receive Mail**.
- When you connect to an IMAP4 server, Inbox, Outbox, and all folders marked as offline are synchronized. To synchronize all folders after the initial connection, select **Services> Synchronize Folders**. To synchronize just the selected folder and the Outbox folder, select **Services> Send/Receive Mail**.

5.2.2.11 Compose and send a message:

- In list view, select **Compose> New Message**
- Enter the address of one or more recipients, separating them with a semicolon. If the recipient is listed in the Address Book, enter a few letters of the recipient's name and select **Compose> Check Name**. If there is only one match, the e-mail address is inserted. If there is more than one match, select the correct address from the **Choose E-mail Recipients** dialog box. If there is no match then add a new e-mail address through **Choose E-mail Recipients**.
- To attach a file, select **File> attachments> Add Attachment**.
- Select **File> Send**. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.

Tip: to see more header information, select the triangle in the lower-right corner of the header area. Select the triangle again to collapse the header area.

5.2.2.12 Save a message:

- Select **File> Save** to save the message you are composing or editing.

The message is not sent and is saved in the inbox folder of the active service.

5.2.2.13 Reply to or forward a message:

- Open the message, and then select **Compose> Reply to Sender, Reply to All, or Forward**.
- Enter your response.
- Select **File> Send**.

Tips:

- Selections in the Options dialog box determine whether the original text is included.
- To see more header information, select the inverted triangle in the lower-right corner of the header area. Select the triangle again to collapse the header area.

5.2.2.14 Check Inbox status:

- In list view, select **Compose> Status**. You can view details such as the number of messages to be sent, deleted, and copied, and the number of attachments to be downloaded.

5.2.2.15 Download message from the server:

When you download messages, you need to create two connections: a remote connection and a mail server connection. The remote connection connects you and your

ISP or network. The mail server connection downloads messages from your mail server to Inbox on your device. When you select **Services> Connect** in Inbox, Inbox starts a remote connection using the connection you specified when setting up the current mail service. If you are already connected through a remote connection other than the one you specified in the service, you will be asked if you want to use the current connection. If you choose not to, you will need to disconnect from the current connection before you can check for new messages.

- Select the **Services** menu and make sure that the service you want to use is selected (the selected service has a bullet next to it.)
- Select **Services> Connect**. The messages on your device and mail server are synchronized: new messages are downloaded to the device Inbox folder, messages in the device Outbox folder are sent, and messages that have been deleted on the server are removed from the device Inbox. Double-tap a message list to open it.
- If you read a message and decide that you need the full copy, select **File> Get Full Copy** while in the message window or **Services> Get Full Copy** while in list view. This will also download message attachments and meeting requests if you have those options selected in the **Inbox Preferences** dialog box. You can also choose to download full copies of messages by default.
- When finished, select **Services> Connect** to disconnect. You also need to disconnect your dial-up connection by double-tapping the icon in the status bar and selecting **Disconnect**.

Notes:

- Receiving entire messages consumes storage memory.
- The size column in the Inbox list view displays the local size and server size of a message. Even when a message has been downloaded fully, these numbers may differ because the size of a message can vary between the server and the device.
- When using IMAP4 to get Outlook + data, you will see the contents of your Journal folder. File editing transactions and documents (such as Task items, e-mail message, and Word documents) attached using drag and drop will appear as shortcuts on the device. A copy of the document will not be moved to your device, and the shortcut on the device cannot be used to access the documents associated with a journal entry to the device, attach the document to the entry rather than dragging and dropping it. Also, be sure to set your IMAP4 service to receive full copies of messages, attachments, and meeting requests. For more information on using Journal, see the Help for the desktop version of Outlook.

5.2.2.16 Working with Message Attachments:

- If you receive messages through a remote mail server, in Inbox on the device, select the **Get file attachments and meeting requests** (IMAP4) or **Get meeting requests** (POP3) setting in the **Inbox Preferences** dialog box. For more information, see **Set Inbox preferences**.

Notes:

- Embedded images and OLE objects cannot be received as attachments
- Embedded messages can be viewed as an attachment when using IMAP4 to receive e-mail. However, this features does not work if TNEF is enabled so that you can receive meeting requests.
- ◆ **Check attachments status:**
 - An attachment sent with an e-mail message, whether it has been downloaded or not, will appear as an icon at the bottom of the message in its own window pane. If you don't see this pane, select **File> Attachments> Show Attachments**. If TNEF is turned on so you can receive meeting requests, you will not see attachments until they are fully downloaded.
 - To mark an attachment for downloading in a POP3 or IMAP4 service, double-click it. The attachment will be downloaded the next time you connect. You can also set Inbox to download attachments automatically when you get a full copy of a message. For more information, see **Receive attachments**.
- ◆ **Open an attachment:**
 - With the message open, double-tap the attachment's icon at the bottom of the message. If you don't see this pane, select **File> Attachments> Show Attachments**.
- ◆ **Store an attachment:**
 - Select **Service> Options> Storage** tab.
 - Select to store attachments on internal RAM or a storage card.
 - If you use more than one storage card, select it from the list.

Note: Once you make the above selection, all attachments will be moved to the selected card.

- ◆ **Delete an attachment:**
 - To delete an attachment from a message you are sending, select the attachment, and then select **Edit> Clear** or press the **DEL** key on the keypad.
 - To delete an attachment you have received, delete the message.

- **Attach a file to a message:**
- With the message open, select **File> Attachments> Add Attachment**.
- Select the file you want to attach.

Note:

OLE objects cannot be attached to Inbox messages.

Note 1: To add a mail service, select “**Add**”, To remove a mail service, select the service from the **Installed service** box and select “**Remove**”. To view a mail service’s properties, select the service from the **Installed service** box and then select **Properties**.

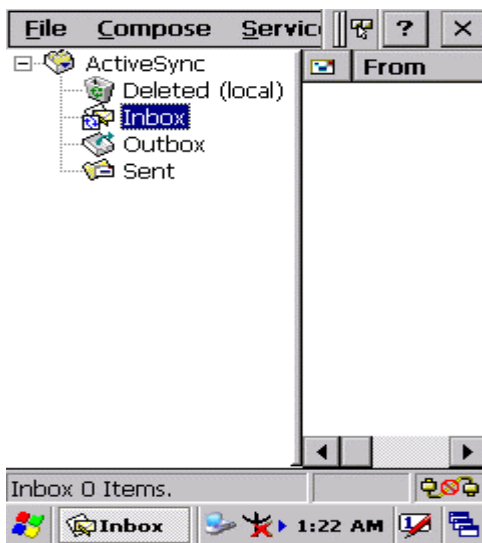


Figure 5-1 Inbox

5.2.3 Internet Explorer

With Internet Explorer, you can view Web or intranet Web pages on your device. You will need to use a modem or WLAN to connect to an Internet server provider (ISP) or network.

5.2.3.1 Connect to the Internet

Before you can view Web pages, you must set up a remote connection to your ISP or network.

5.2.3.2 Start Internet Explorer

- ✓ Open Internet Explorer by selecting **Start > Programs > Internet Explorer**.
- ✓ To get default home page, navigate to the desired default web page.
- ✓ Select **View > Internet Options** from the command bar.
- ✓ Enter the desired URL in the **Start page** field.
- ✓ Press the **OK** button.



Figure 5-2 Internet Explorer

5.2.3.3 Navigation Control

Internet Explorer uses sliding menus for application and navigation control. Tap and drag the sliding menus to the left or right to see the hidden menu items and toolbars.

To achieve more screen real estate in Internet Explorer, you can hide the **Status** bar and **View** menu. From the top menubar, go to **View > Hide Toolbars**.

Once it is hidden, you must cold reset to access these features again. Refer to 2.7.2 “**Cold Reset**” for more information.

5.2.3.4 Set up a proxy server

Proxy servers are often used when connecting to the Internet through a local network, such as a corporate network, for added security.

- ✓ Select **View > Internet Options > Connection** Tab.
- ✓ Select **Access the Internet using a proxy server**.
- ✓ Enter the proxy server address and port. For more information, see your administrator.
- ✓ To bypass the proxy server for local address, such as corporate intranet pages, select **Bypass proxy for local address**.

5.2.3.5 Enable Cookies

A cookie file contains information about your identity and preferences so that a Web site can tailor information to your needs. The Web site sends the file and it is stored on your mobile device.

- ✓ Select **View > Internet Options > Security** Tab.
- ✓ Select **Allow cookies**.

5.2.3.6 Search for an Internet Site

- ✓ Select **View > Go > Search** to search the web.

5.2.3.7 Go to an Internet address

- ✓ Select **Address Bar**, if necessary to display the Address bar
- ✓ Enter the address
- ✓ Press **"ENTER"** key.

5.2.3.8 View previously visited sites

- ✓ Tap the **Arrow** button at the right side of Address Bar
- ✓ Select the **Web Address** you want to view.

5.2.3.9 Add and view Favorites

- ✓ Go to the page you want add
- ✓ Select **Favorites > Add To Favorites**.
- ✓ If necessary, locate the folder you want.
- ✓ Confirm or change the name.
- ✓ To view your favorite Web sites, select **Favorites** and the Web site you want to view.

Note:

To organize your Favorites list, select **Favorites > Organize Favorites**.

5.2.3.10 Browse Web pages

- ✓ To move to a page you have previously view, select **View > Back**
- ✓ To move to the next page (provided you have viewed it previously), Select **View > Forward**.
- ✓ To return to your Home page, select **View > Go > Home**.

5.2.3.11 Refresh current page

- ✓ Select **View > Refresh**.

5.2.3.12 Stop loading a page

- ✓ Select **View > Stop**.

5.2.3.13 View current page

- ✓ Select **View > Internet Options**
- ✓ To view the protocol, page type, size, and address, selects the **General** tab.
- ✓ To view security information about the page, select the **Security** tab.

5.2.3.14 View HTML source code

- ✓ While viewing the page, select **File > Save As** and save the file as .txt file.
- ✓ Open the file in a word processing program, such as **WordPad**.

5.2.3.15 Change home and search page settings

- ✓ Open the page you want to use as your home or search page.
- ✓ Select **View > Go > Home** or **Search**.

5.2.3.16 Save a copy of current page

You can save Web pages and view them later when you're disconnected from the Internet or Intranet without using cached memory.

- ✓ Select **File > Save As**
- ✓ Specify a folder location and give the file name.

5.2.3.17 Copy a Web page to a document

- ✓ Select all or part of the Web page you want to copy.
- ✓ Select **Edit > Copy**.
- ✓ Go to the document where you want to place the information and select the location.
- ✓ Select **Edit > Paste**.

5.2.3.18 Select security Options

- ✓ Select **View > Internet Options > Security** tab
- ✓ Select the security protocols you want.

5.2.3.19 Change the font size

- ✓ Select **View > Text Size** and select the desired size.

5.2.4 Media Player

The PDT comes with Media Player for Windows CE.NET installed.

- ✓ Open Media Player by selecting **Start > Programs > Media Player** from the desktop.
- ✓ Select **File > Open** to open a new media file.
- ✓ Please refer to www.microsoft.com for additional information and help with your Microsoft Windows Media Player.



Figure 5-3 Media Player

5.2.5 Messenger

The Windows CE Messenger client application in Windows CE.NET allows you to communicate real-time using text-based messaging, VOIP, and more.

- ✓ See who's online. See when your colleagues are online. You can also post your presence information to a list of watchers that you define.
- ✓ Talk instead of type Stop typing Talk with a colleague anywhere in the world using the microphone and speakers. Windows Messenger supports high-quality voice.
- ✓ Communicate using Session Initiation Protocol (SIP) or Hotmail contacts Windows Messenger supports. Communication with your colleagues in the enterprise with a SIP based communications service. You can also talk to your Hotmail contacts using the .NET Messenger.

5.2.6 Microsoft WordPad

You can create and edit documents and templates in WordPad, using buttons and menu commands that are similar to those used in the desktop version of Microsoft Word. You can work with files Normal or Outline view.

WordPad documents are usually saved as **.pwd** files, but you can also save documents in other file formats, such as **.rtf** or **.doc**.

5.2.6.1 Selecting and Editing Text

✓ Select text

To select	Do this
Any amount of text	Drag the stylus over the text.
A word	Double-tap the word.
A single paragraph	Triple-tap within the paragraph.
An entire document	Select Edit > Select All
An picture	Tap the picture

✓ Find text

- To search for text in one part of a document, select that part. Otherwise, the whole document is searched.
- Select Edit > Find
- Enter the text you want to find. For a paragraph, enter **^p**. For a tab stop, enter **^t**.
- Select the search options you want.
- To continue searching, select **Edit > Find > Next**.

✓ Replace text

- To replace text in one part of document, select that part. Otherwise, the whole document is searched.
- Select **Edit > Replace**.
- Enter the text you want to find and the text you want to replace it with. For a paragraph, enter **^p**. For a tab stop, enter **^t**.
- Select the replacement options you want.
- Select **Find Next**.
- On the **Find/Replace** toolbar, select the appropriate button.

✓ **Move, copy, or delete text**

- Select the text you want to move, copy, or delete.
- To move or delete text, select the **Cut** button. To copy the text, select the **Copy** button.
- To paste the information, move the insertion point to the desired location, and select the **Paste** button.

Notes:

- To undo an action, select **Edit > Undo**.
- To restore the action, select **Edit > Redo**.

5.2.6.2 Formatting Text

✓ **Create bulleted and numbered lists**

- Select the **Bullets** or **Numbering** button.
- Type the first item.
- Press **ENTER**, type the next item, and repeat as needed.
- Select the button again to end list formatting.

Note: To change the number style for the selected list, select **Format > Paragraph**. In the **Format** list, select the style you want.

✓ **Set the default font**

- Select **Format > Font**.
- Select the font you want.
- Select **Set As Default**
- To confirm that your changes will be applied to subsequent documents you create, select **Yes**.

Note: To apply the default font and stylus to selected text, select **Apply Default**.

✓ **Select a different font**

- Select the text you want to change. To select all text, select **Edit > Select All**.
- From the **Font** list, select the font you want.
- From the **Font Size** list, select a size.

Note: To see more formatting options, select **Format > Font**.

✓ **Change font formatting**

- Select desired text.
- Select the **Bold**, **Italic**, or **Underline** button.
- To change the color, select **Format > Font** and select the color you want from the **Color** list.

✓ **Adjust the paragraph alignment**

- Select the paragraph you want to align.
- Select the **Align Left**, **Center**, or **Align Right** button.

Note: To see more formatting options, select **Format > Paragraph**.

✓ **Indent a paragraph**

- Select the paragraph you want to indent.
- Select **Format > paragraph**.
- Adjust the indentation settings as needed.

✓ **Set tabs**

- Select **Format > Tabs**.
- Change the tab settings as needed.

5.2.6.3 Adjusting the Display

✓ **Wrap text in the window**

- Select **View > Wrap to Window**.

✓ **Display the document using the full screen**

- Select **View > Full Screen**.
- To exit Full Screen view, select **Restore**.
- To move the **Restore** button, drag the bar on the left side.

✓ **Display or hide scroll bars**

- Select **View > Horizontal Scroll Bar** or **Vertical Scroll Bar**.

✓ **Zoom in or out**

- Select **View > Zoom**, and select the desired percentage.

Note: For **Custom**, enter the exact percentage and select **OK**.

5.2.6.4 Working in Outline View

- ✓ **Switch between Normal and Outline views**
 - Select **View > Normal** or **Outline**.
- ✓ **Assign and change outline levels**
 - Select **View > Outline**.
 - Select the appropriate buttons on the toolbar.

5.2.6.5 Inserting Symbols

- ✓ Place the insertion point where you want to insert the symbol.
- ✓ Select **Tools > Insert Symbols**.
- ✓ Select the symbol you want, and then select **Insert**.

Tips:

If you select a different font (or subset of a font), a different set of Symbols will be displayed.

5.2.6.6 Printing a Document

- ✓ Select **File > Print**.
- ✓ Select the printing options you want.

Tips:

- **Port** list the available printer ports
- If **Network** is selected from the **Port** list, enter the path to the network printer to the **Net Path** box.

5.2.6.7 Setting a password for a Document

- ✓ Select **File > password**.
- ✓ Type and verify the password.
- ✓ You must save the document (**File > Save**) to return the password.

5.2.6.8 Converting Documents

- ✓ **About document conversion**

If an e-mail program is installed on your device and you receive an attached Word document or template created in Word version 6.0 or later, WordPad will convert the file on your device. To view the document, simply open the attachment in your e-mail program or open the file in the WordPad.

During conversion, some formatting attributes may be changed or lost. To avoid losing these attributes permanently, close the file after viewing it rather saving the file on your device. If you save the file, save with a different file name.

For more information about conversion performed on your device, see the following topics.

✓ **Changes caused by Word document conversion**

➤ **Formatting**

• **Borders and Shading**

Borders and shading are not displayed in WordPad, but are restored when converted back to a Word document. Shading is not restored when used in a table, but simple borders are restored.

• **Character formatting**

Bold, italic, strikethrough, superscript, subscript, and hidden text are retained and displayed. Other effects are changed or removed.

• **Colors**

Colors are retained and mapped to colors available on your device.

• **Fonts and font sizes**

Fonts not supported by your mobile device are mapped to the closest font available in WordPad.

• **Page Formatting**

Headers, footers, footnotes, columns, pages setup information, and style sheets are removed during conversion to WordPad. WordPad supports built-in headings.

• **Paragraph formatting**

Tabs, alignment, bullets, indentation, simple numbered lists, and paragraph spacing are retained and displayed in WordPad.

➤ **Pictures**

Pictures are removed during conversion.

➤ **Table of Contents**

Table of Contents text and some formatting are preserved. However, any text set at right-aligned tab stops may wrap to the next line.

➤ **Index**

Index text and some formatting are preserved.

➤ **Tables**

Tables appear as tab-delimited text. Cells containing wrapped text, tabs, or paragraph markers may be difficult to read. Simple tables are displayed accurately and restored when you convert the WordPad file back to a WordPad document.

➤ **OLE Objects**

OLE Objects are removed during conversion.

➤ **Revisions marks, annotations, and comments**

Revision marks are visible but cannot be changed. Annotations and documents are removed during conversion.

5.2.7 Remote Connection

Using Remote Desktop Connection, you can log on to Windows Terminal Server and use all programs installed on this server. For example, instead of running Microsoft Pocket Word, you can run the desktop version of Microsoft Word.

5.2.7.1 Connecting to Terminal Server

- ✓ Select **Start > Programs > Remote Connection**, or run 'CETSC' from the command prompt.
- ✓ In the Server box, type or select a Terminal Server name or TCP/IP address, or select a server in the drop-down list.
- ✓ Select **Connect**.
- ✓ In the **Remote Connection** window, type your user name, password, and domain(if required), and then select **OK**.

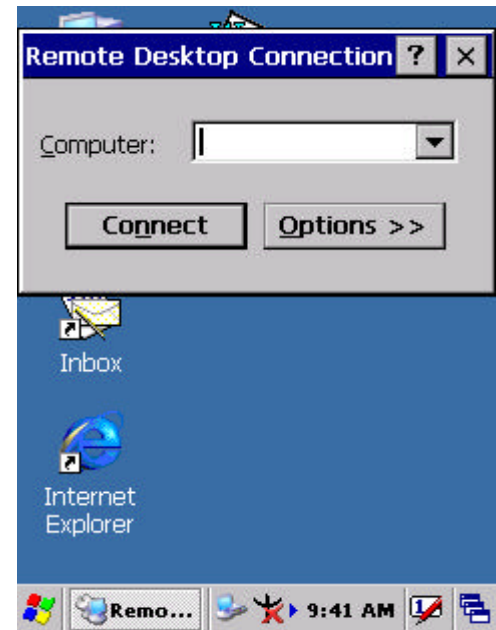


Figure 5-4 Remote Connect

5.2.7.2 Disconnecting Without Ending a Session

- ✓ In the **Remote Connection** window, select **Start > Shutdown**.
- ✓ Select **Disconnect > OK**.

Note: If you previously disconnected from a Terminal Server without ending the session, the Terminal Server will continue to execute any running processes and Remote Connection can later reconnect to this same session(if your administrator has configured Remote Connection to reconnect to disconnected sessions).

5.2.7.3 Disconnecting and Ending a Session

- ✓ In the **Remote Connection** window, select **Start > Shutdown**.
- ✓ Select **Log Off > OK**.

5.2.8 Windows Explorer

Windows Explorer works almost the same on your PDT as it does on your PC. See the topics below for information about the difference in Windows Explorer on your device.

5.2.8.1 Navigating in File View

✓ Go forwards and Back

- To go to the previous folder, select **Go > Back**.
- To go to the next folder (which you have just viewed), select **Go > Forward**.

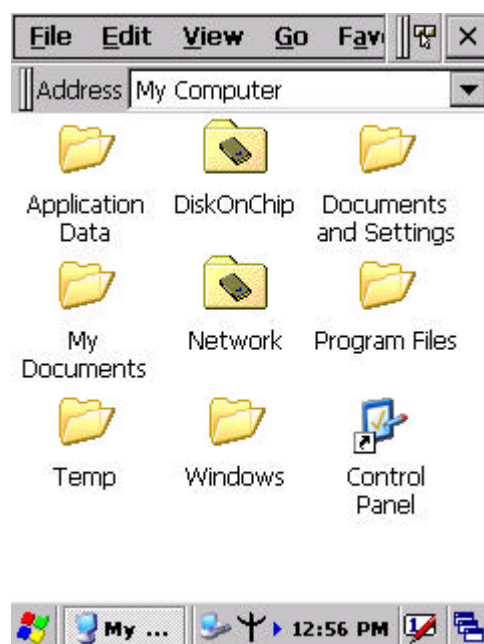


Figure 5-5 Windows Explorer

✓ Use the Go menu

- To quickly access the My Documents folder, select **Go > My Documents**
- To see all of the folders you have accessed, select **Go > History**. Double-tap a folder to return to it.

5.2.8.2 Viewing Files as Icons Lists

- ✓ To view icons, select **View > Large Icons** or **Small Icons**.
- ✓ To view a list, select **View > Details**.

5.2.8.3 Working with Files and Folders

✓ Create a new folder

- If necessary, open the folder where you want the new folder to reside.
- Select **File > New Folder**.

✓ Add a folder to your Favorites list

- Open the folder
- Select **Favorites > Add to Favorites**.
- In the **Name** box, type the shortcut name.

Tips:

- To open a favorite file or folder, select **Favorites** and then select the folder.
- To organize your favorites, select **Favorites > Organize Favorites**.

✓ **Transfer a file using infrared**

- To send a file, select it, line up the infrared ports, and select **File > Send To > Infrared Recipient**.
- To receive a file, line up the infrared ports, and select **File > Receive**.

5.2.8.4. Creating Desktop Shortcuts

- ✓ Display the file or Web page for which you want to create a Shortcut.
- ✓ Select **File > Send to**.
- ✓ Select **Desktop as Shortcut**.

5.2.8.5 Switch to Internet

- ✓ Type a URL in the Address bar.

5.3 DiskOnChip

The DiskOnChip let the application or a data file can be stored into the Flash Memory.

Note: The DiskOnChip storage memory persists all reset (warm/cold reboot) conditions and software/firmware updates.

We strongly recommends installing all applications, applets, programs, and important data files to the DiskOnChip Flash location.

CAUTION: If an application or a data file is only installed or saved in RAM, a cold reset will result in the loss of that application or data file.

5.3.1 Saving to Flash

To save an application or data to the Flash Memory, from your current application, select **File > Save As >** navigate to the **DiskOnChip** location and save it.

5.3.2 DiskOnChip Location

To access the contents of DiskOnChip storage:

- ✓ Double-tap the **My Computer** icon on the desktop.
- ✓ Double-tap the **DiskOnChip** icon to view **DiskOnChip**.



Figure 5-6 DiskOnChip

5.3.3 DiskOnChip Size

The size of the DiskOnChip will vary, depending on the size of system firmware.

- ✓ Inside the **DiskOnChip** directory, tap **File > Properties**.
- ✓ The **DiskOnChip Properties** dialog:
The number following **Free** is the amount of memory currently available on your device.

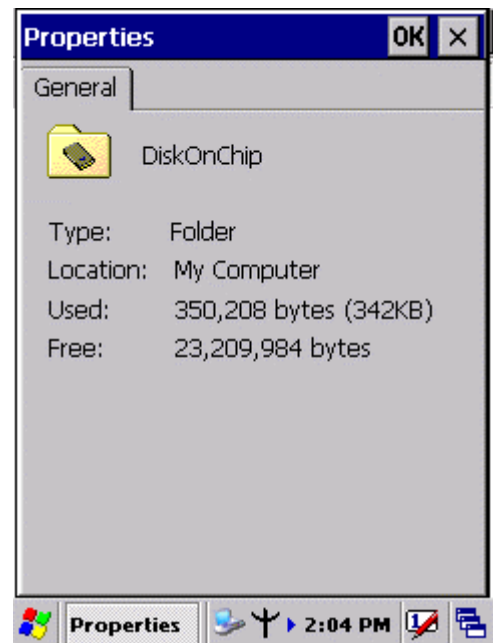


Figure 5-7 DiskOnChip Size