

**Bluebird**  
**Model name:PB10**

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# Chapter 1: Getting Started

## Welcome

Congratulations on purchasing a Bluebird. Due to the size and capabilities of the Bluebird, you can keep your most important business and personal information up-to-date and close at hand. Microsoft ActiveSync increases the power of your Bluebird by allowing you to synchronize the information on your desktop or laptop computer with your Bluebird. Picture yourself in the following situations:

- While walking with a colleague, your cell phone rings and the boss asks if you two are free this afternoon for an emergency meeting. While your colleague fumbles through his paper organizer, you press a button on your Bluebird and instantly see a list of today's appointments and meetings. You are quickly able to tell the boss your available times. For more information on scheduling appointments and meetings, see Chapter 4.
- You're meeting your friends tonight for dinner and a movie. You download the latest movie information from the Internet to your desktop computer and then synchronize it with your Bluebird. At dinner, you pull out your Bluebird and review your movie options with your friends. For more information on downloading Web pages to your Bluebird, see Chapter 6.
- A Calendar reminder alerts you that it is time to catch the bus. You grab your Bluebird and catch the bus just in time. Because ActiveSync keeps the information on your Bluebird up-to-date, you leisurely review your task list, make notes about the new books and CDs you want to buy, and read and respond to e-mail messages. When you get back to the office, ActiveSync transfers any task changes you made, your notes, and your e-mail message responses to your desktop computer. For more information on ActiveSync, see Chapter 3.

## Where to Find Information

This book describes your Bluebird hardware, provides an overview of the programs on your Bluebird, and explains how to connect your Bluebird to a desktop computer, a network, or the Internet. For instructions on setting up your Bluebird, see the Quick Start Card. For instructions on installing ActiveSync, see the booklet accompanying the ActiveSync CD. The following table is a guide to additional information to help you use your Bluebird.

| For information on:                                     | See this source:                                                                                                                                                |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Programs on your Bluebird                               | This User's Guide and device Help. To view Help, tap  and then <b>Help</b> . |
| Additional programs that can be installed on Bluebird   | The Extras folder, located on the ActiveSync CD.                                                                                                                |
| Connecting to and synchronizing with a desktop computer | The ActiveSync booklet or ActiveSync Help on your desktop computer. To view Help, click <b>Help</b> and then <b>Microsoft ActiveSync Help</b> .                 |
| Last-minute updates and detailed technical information  | The Read Me files, located in the Microsoft ActiveSync folder on the desktop computer and on the ActiveSync CD.                                                 |

## How to Transfer Pocket PC Data

If you are currently using a Palm-size PC and want to transfer your data to your Bluebird, follow this upgrade procedure:

1. Install Microsoft ActiveSync 3.1 on your desktop computer. For information on installing ActiveSync, see the booklet accompanying the ActiveSync CD.
2. Synchronize your Bluebird with your desktop computer so that the information on your desktop computer is current.
3. If you have files on your Palm-size PC that you want to transfer, such as Note Taker notes and recordings, turn file conversion off in ActiveSync options so that the files stay in device format, and use the ActiveSync Explorer to copy the files to your desktop computer. For specific instructions, see ActiveSync Help on the desktop computer.
4. Synchronize your Bluebird with your desktop computer. This will update your Bluebird using the current data on your desktop computer (step 2).
5. Reinstall programs. Check whether new versions that have been optimized for the Pocket PC are available.
6. Using the ActiveSync Explorer, copy the files you transferred to your desktop computer in step 3 to your Bluebird.
7. In ActiveSync, turn file conversion on again.
8. Enter your settings and connection information on the Bluebird.

If you have offline folders in Inbox on your Palm-size PC that contain e-mail messages you want to transfer to your Bluebird, follow this procedure:

1. Connect your Bluebird to your desktop computer and then click **Windows CE Inbox Transfer** on the Microsoft Outlook **Tools** menu.
2. Select **Copy or move selected messages to your desktop computer** and then click the **Browse** button.
3. Select the offline folder that contains the messages you want to transfer to your desktop computer and then click **OK**.
4. Click the **Transfer** button and select the folder you want to transfer the messages to or click **New Folder** to create a new folder. Click **OK** to transfer the messages. Now you must transfer the messages from your desktop computer to your Bluebird.
5. In Inbox on your Bluebird, tap **Tools** and then **New Folder** and create a folder for the messages you are going to transfer.
6. In Outlook on your desktop computer, select the messages you want to transfer.

7. Connect your Bluebird to your desktop computer and then click **Windows CE Inbox Transfer** on the Outlook **Tools** menu.
8. Select **Copy selected messages to your Bluebird** and then click the **Browse** button.
9. Select the offline folder on your Bluebird you want to transfer the messages to and then click **OK**.
10. Click the **Transfer** button. The selected messages are moved to your Bluebird.

## Chapter 2: Basic Skills

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

### Front Panel Components



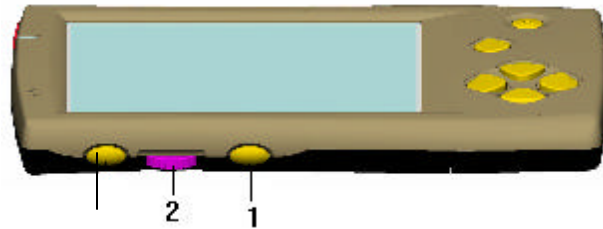
### Front Side

| Item | Component                      | Function                                                                                                                                                                                                                                                                                                                 |
|------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Battery Charge and Alarm Light | <p>The indicator light on the top of the device serves as both a battery charge indicator and a visual alarm indicator.</p> <ul style="list-style-type: none"><li>■ Flashing green: Notification alarm signal.</li><li>■ Flashing amber: Battery is charging.</li><li>■ Solid amber: Battery is fully charged.</li></ul> |

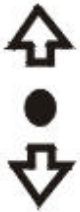
## Front Side Components Continued

| Item | Component       | Function                                                                                                                                                                                                                                       |
|------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2    | Program Buttons | The program buttons on the front panel of the device are used to open some of the most frequently used applications. You can change the shortcuts of the program buttons so that they open different applications. For more information, see . |
|      |                 |  Opens the Calendar application.                                                                                                                              |
|      |                 |  Opens the Contacts application.                                                                                                                              |
|      |                 |  Opens the Notes application.                                                                                                                                 |
|      |                 |  Opens the Tasks application.                                                                                                                                |
| 3    | Power Button    | The Power button is used to turn on and off your device. Press and release the button to turn on or off the device.                                                                                                                            |
| 4    | Easy Online     |  Go straight to the Easy Online application; connect to the Internet immediately.                                                                           |
| 5    | Microphone      | The small hole at the top of the device is the microphone for the built-in Voice Recorder.                                                                                                                                                     |

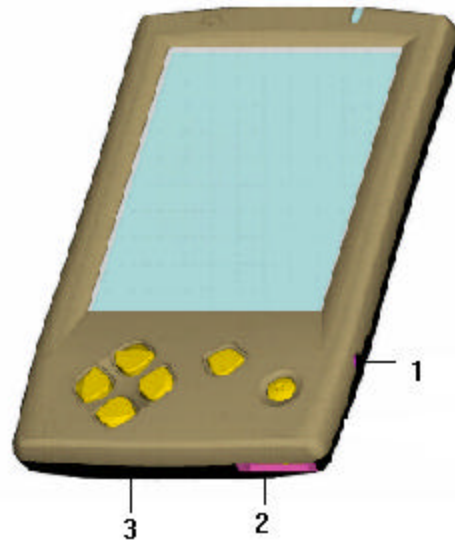
## Left side Components



### Left Side

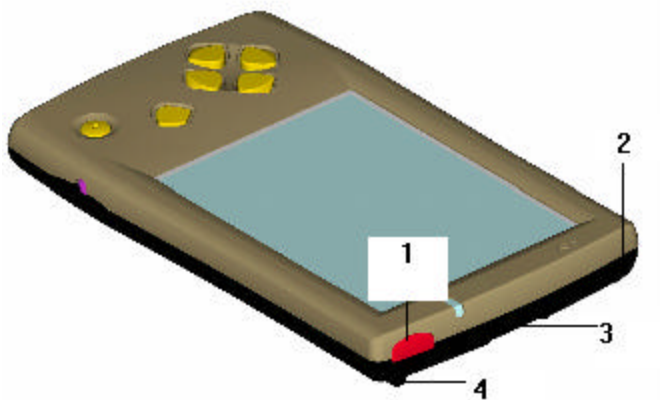
| Item | Component                                                                                                   | Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Voice Recorder Button<br>  | You can record brief notes and messages by speaking into the built-in microphone while holding down the voice recorder button. For more information, see Chapter 7                                                                                                                                                                                                                                                                                                                               |
| 2    | Scroll/Action Button<br> | This is a wheel with three functions. <ul style="list-style-type: none"> <li>■ Rotate the dial up to scroll upwards from right to left through DeskTop, or to scroll up while you are using an application.</li> <li>■ Rotate the dial down to scroll downwards from left to right through DeskTop, or to scroll down while you are using an application.</li> <li>■ Press the center of the dial to use it as an action button, much like the Enter key on a full-sized PC keyboard.</li> </ul> |
| 3    | DeskTop Button<br>       | Press to go quickly to a screen of your most essential programs, and to access the System Manager and Screen Rotation applications.                                                                                                                                                                                                                                                                                                                                                              |

## Bottom and Right Edge Components



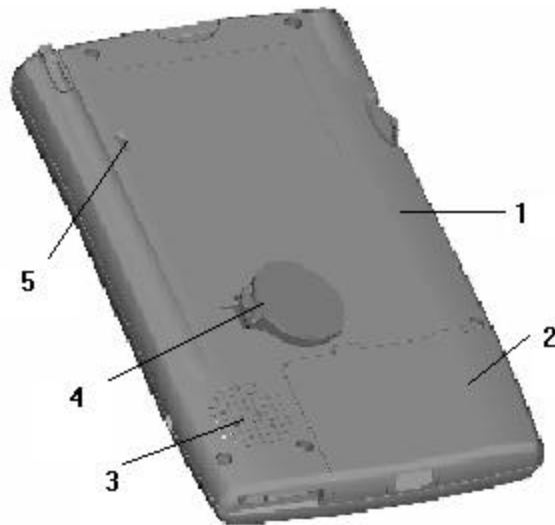
| Item | Component             | Function                                                                                                                                                                                                                                                                                                                |
|------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ❶    | DC Jack               | The DC jack allows you to connect to external power with the supplied AC adapter.                                                                                                                                                                                                                                       |
| ❷    | Communications Port   | The communications port establishes a connection with the serial port of your desktop PC. You can connect the Bluebird to a PC by using a USB or RS232 cradle, or an auto-sync cable. For information on using the communications port to establish a connection to a PC, see ActiveSync Help on your desktop computer. |
| ❸    | Battery Cover Release | Press and push up to access the main battery.                                                                                                                                                                                                                                                                           |

## Top Edge Components



| Item | Component                     | Function                                                                                                                                                                                                                    |
|------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ❶    | Infrared Port                 | You can use the infrared port to exchange data with other infrared-equipped devices. The infrared port can transmit at speeds up to 115 Kb per second. For more information, see chapter 7.                                 |
| ❷    | Audio Jack                    | The audio jack lets you connect an earplug to your Bandicoot.                                                                                                                                                               |
| ❸    | CompactFlash Card Slot        | The CompactFlash slot is protected by a removable cover. The slot supports Type I CompactFlash cards.                                                                                                                       |
| ❹    | Stylus and Stylus Compartment | The stylus compartment stores the stylus when it's not in use. Pull the stylus up to release it from the compartment. When you are finished using the stylus, insert it back into the compartment and gently press it down. |

## Back Components



| Item | Component                           | Function                                                                                                                                                                                                                                       |
|------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Battery Compartment                 | The battery compartment holds the rechargeable battery pack.                                                                                                                                                                                   |
| 2    | Speaker                             | The system sounds alarms and plays back sound recordings through this speaker.                                                                                                                                                                 |
| 3    | Backup Battery Cover Release Button | The Backup Battery Cover Release button is recessed inside the case of the device. This button allows you to access the backup battery. To pop open the backup battery compartment, use the tip of the stylus                                  |
| 4    | Reset Button                        | The Reset button is recessed inside the case of the device. Occasionally, some hardware or software malfunctions can prevent the device from responding. To get the device working again, use the tip of the stylus to press the Reset button. |

## USB Cradle and AC Adapter

Your Bluebird comes with either a USB or RS232 cradle, and AC adapter. This allows you to recharge your Bluebird, as well as *synchronize* the information between your Bluebird and a computer using ActiveSync. For more information on synchronization, see ActiveSync Help on your computer.

The USB Cradle must be plugged into an available USB port on the back of your computer.



## Recharging the Battery

Your Bluebird contains a rechargeable Lithium Ion battery that is recharged each time you place your Bluebird in the cradle and connect the cradle to an external power source with the AC adapter. Just place your Bluebird in the cradle for three to four hours for an initial charge before you use it the first time. Then, place it in the cradle for a short time each day to recharge the battery to its full capacity.

You can also use the AC adapter to connect your Bluebird directly to the external power source.

### Battery Warning



**WARNING:** Your computer contains a lithium-ion battery pack. There is a risk of fire and burns if the battery pack is handled improperly. Do not disassemble, crush, puncture, short external contacts, or dispose of in fire or water. Do not attempt to open or service the battery pack. Replace only with the battery pack designated for this product. Discard used batteries according to the manufacturer's instructions.



**WARNING:** Your computer contains a coin-cell lithium battery. There is a danger of explosion and risk of personal injury if the battery is incorrectly replaced or mistreated. Do not attempt to recharge the battery, disassemble it, or immerse it in water or dispose of in fire. Replace only with the battery designated for this product. Discard used batteries according to the manufacturer's instructions.



If the battery gets very low, your Bluebird displays a warning message. If this occurs, save any unsaved data you are working on, perform a synchronization with your computer, then turn off your Bluebird. If your Bluebird does shut down, you still have about 40 hours to recharge the battery before you lose the data on your Bluebird.

## Bluebird Buttons and the Stylus

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

### The Stylus

Your Bluebird has a stylus for selecting items and entering information. To use the stylus, push the stylus up with your thumb, then pull the stylus upwards out of its compartment. To replace the stylus, just insert it back into the compartment, then push it until it is in place.



The following actions are available with the stylus:

**Tap.** Touch the screen once with the stylus to open items and select options.

**Drag.** Hold the stylus on the screen and drag across the screen to select text and images. Drag within a list to select multiple items.

**Tap-and-hold.** Tap and hold the stylus on an item to see a list of actions available for that item. Tap the action you want to perform on the pop-up menu that appears.

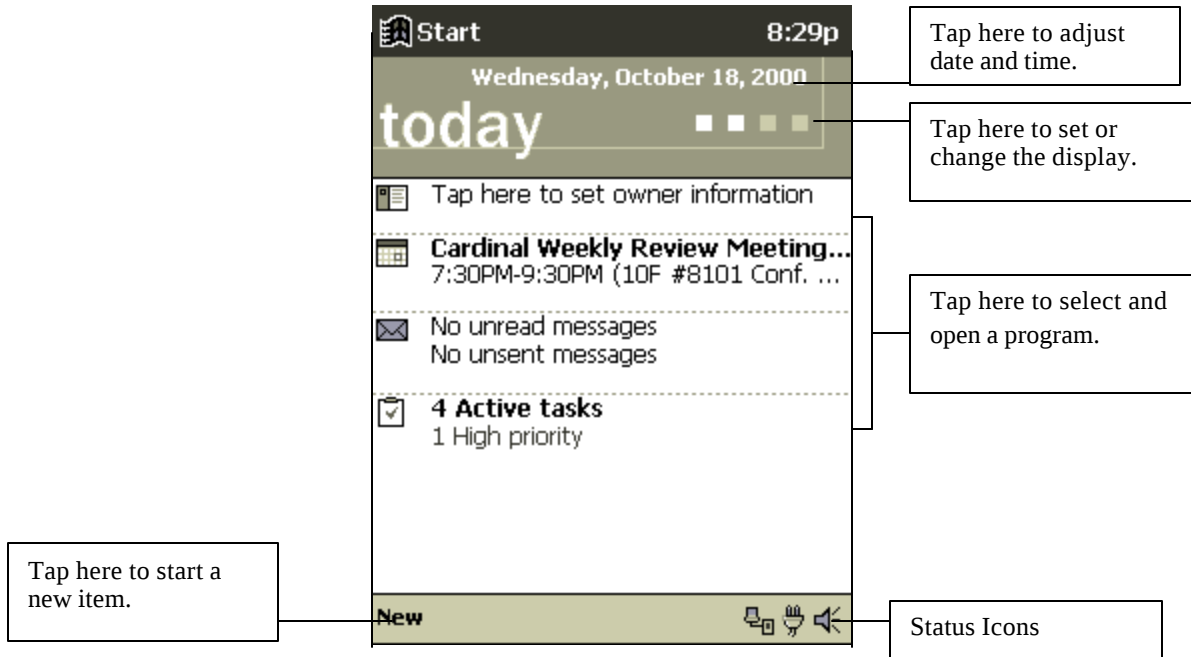
The stylus tip can also be used to press the reset button or set the On/Off switch.

### Scroll/Action Button

The **Scroll/Action** button is situated next to **DeskTop**, allowing you to scroll through and select essential programs from **DeskTop**—all with one hand.

## Today Screen

When you turn on your Bluebird for the first time each day, you'll see the Today screen. You can also display it by tapping  and then **Today**. On the Today screen, you can see at a glance important information for the day.



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

| Status Icon                                                                         | Meaning                                 |
|-------------------------------------------------------------------------------------|-----------------------------------------|
|  | Turns all sounds on and off             |
|  | Backup battery is low                   |
|  | Backup battery is very low              |
|  | Main batteries are charging             |
|  | Main batteries are low                  |
|  | Main batteries are very low             |
|  | External (AC) power source is connected |
|  | Dial-up connection is active            |
|  | Direct connection is active             |

## Programs

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

- 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.

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



| Item | Icon                                                                                | Program              |
|------|-------------------------------------------------------------------------------------|----------------------|
| 1.   |  | Microsoft Contact    |
| 2.   |  | Microsoft Task       |
| 3.   |  | Microsoft Note taker |
| 4.   |  | Microsoft Calendar   |
| 5.   |  | HTC Desktop          |

The following table contains a partial list of programs that are on your Bluebird. Look in the Extras folder on the ActiveSync CD for additional programs that you can install onto your device.

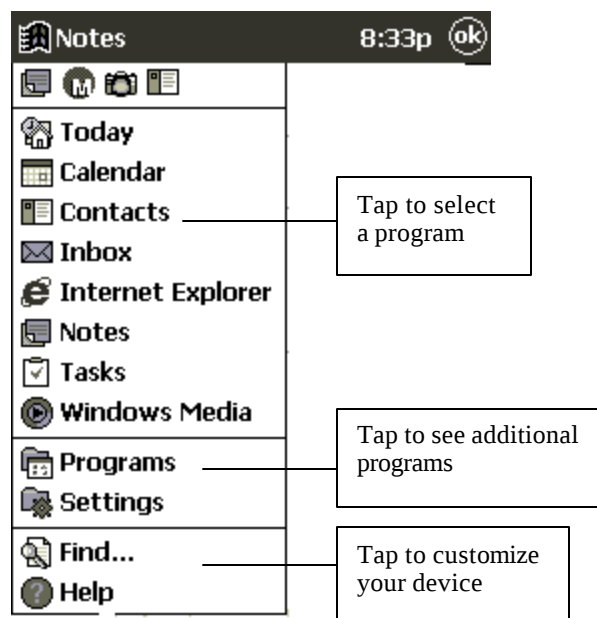
| Icon                                                                                | Program           | Description                                                                                               |
|-------------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------|
|    | Calendar          | Keep track of your appointments and create meeting requests.                                              |
|    | Contacts          | Keep track of your friends and colleagues.                                                                |
|    | Inbox             | Send and receive e-mail messages.                                                                         |
|    | Notes             | Create handwritten or typed notes, drawings, and recordings.                                              |
|    | Pocket Excel      | Create new workbooks or view and edit Excel workbooks created on your desktop computer.                   |
|    | Pocket Word       | Create new documents or view and edit Word documents created on your desktop computer.                    |
|    | Internet Explorer | View Web pages downloaded from your computer or connect to an ISP and browse the Web.                     |
|  | Daily Account     | Enter and view transactions and check on your expenditure.                                                |
|  | Microsoft Money   | Microsoft's sophisticated money management program.                                                       |
|  | Tasks             | Keep track of your tasks.                                                                                 |
|  | HTC DeskTop       | Helps you to manage and move between programs.                                                            |
|  | Microsoft Reader  | Download and read books.                                                                                  |
|  | CF Backup         | Backup the files on your Bluebird to a CF card.                                                           |
|  | RT Backup         | Backs up contacts to flash ROM.                                                                           |
|  | Power Saving      | Helps reduce power consumption.                                                                           |
|  | File Explorer     | Use to find a file or program on your Bluebird.                                                           |
|  | Game Keys         | Enable this function to use the application buttons as left/right, up/down buttons – and the start button |

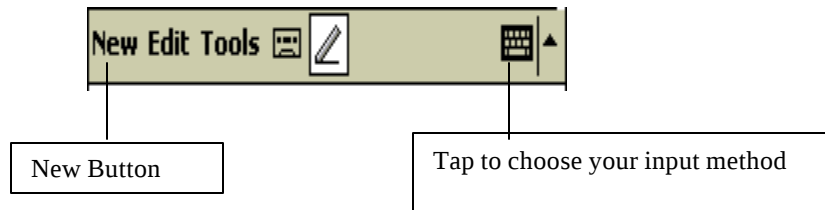
| Icon                                                                              | Program          | Description                                                                                                                              |
|-----------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                   |                  | to fire.                                                                                                                                 |
|  | Infrared Receive | Use to exchange <b>Contacts</b> information with another Bluebird, synchronize with your desktop PC or get online via your mobile phone. |
|  | Connections      | Go here to access all the connections set up on your Bluebird.                                                                           |
|  | Calculator       | Use to solve those numerical problems.                                                                                                   |
|  | Games            | Contained inside is the game Solitaire.                                                                                                  |

## Navigation Bar and Command Bar

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

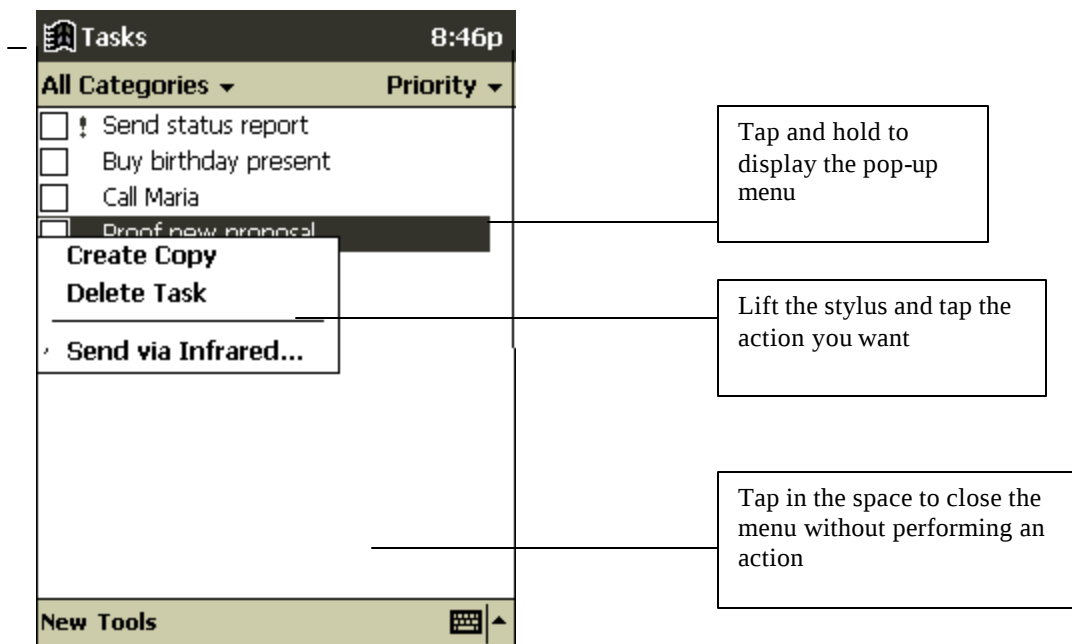
Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menu names, buttons, and the input panel button. To create a new item in the current program, tap **New**. To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the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





## Pop-up Menu

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



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

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

## Enter Information on Your Bluebird

You have several options for entering new information:

- Use the input panel to enter typed text, either by using the English or Chinese soft keyboard, Chiang Jieh or Character Recognizer.
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into your device microphone to record a message.
- Use ActiveSync to synchronize or copy information from your desktop computer to your Bluebird. For more information on ActiveSync, see the booklet accompanying the ActiveSync CD or ActiveSync Help on your desktop computer.

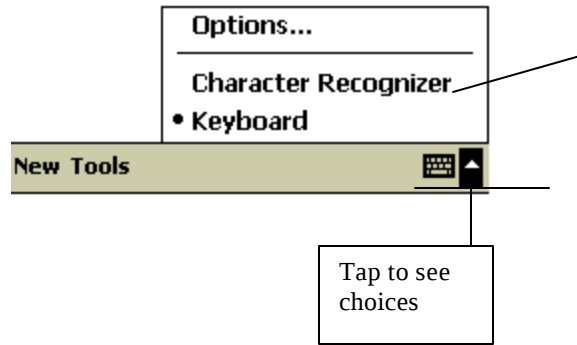
## Typing Using the Input Panel

Use the input panel to enter information in any program on your Bluebird. You can type using the soft keyboard, or write using Character Recognizer. In either case, the characters appear as typed text on the screen.

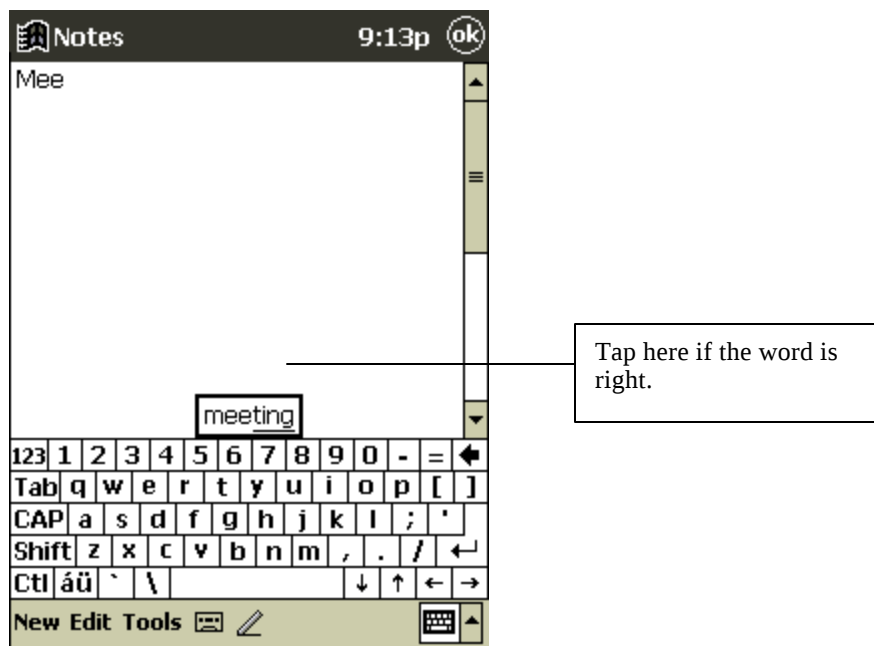
To show or hide the input panel, tap the **Input Panel** button. Tap the arrow next to the **Input Panel** button to see your choices.

Select an  
input  
method

Input Panel symbol  
for Keyboard



When you use the input panel, your Bluebird 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 Bluebird, the more words it learns to anticipate.



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

### To type with the soft keyboard:

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

### To use Character Recognizer:

1. Tap the arrow next to the **Input Panel** button and then **Character Recognizer**.
2. Write a letter in the box in Chinese or English. There are two boxes so you can write another character or letter while you wait for the first to be interpreted.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Character Recognizer, see Appendix A.

### To select typed text:

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

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

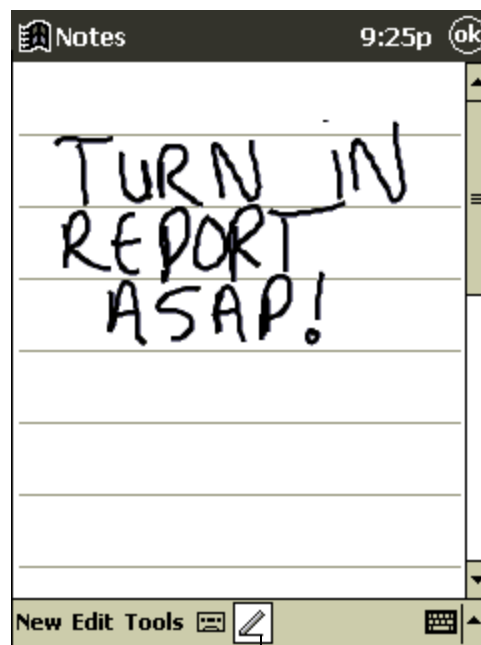
You can cut, copy, and paste text by tapping and holding the selected words and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu.

## Writing on the Screen

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

### To write on the screen:

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



Tap the pen button and use your stylus to write

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

### To select writing:

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

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

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

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

Tips for getting good recognition(English):

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

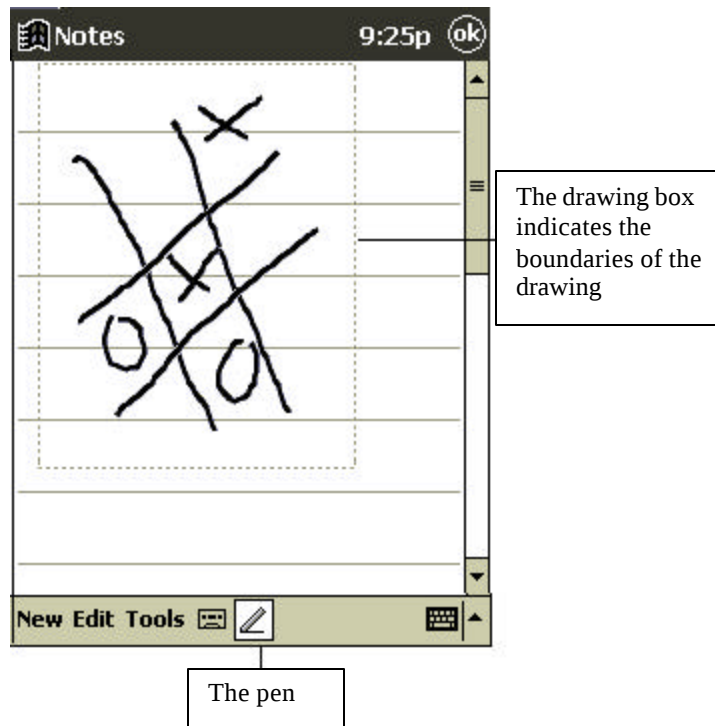
### Drawing on the Screen

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

### To create a drawing:

- Cross three ruled lines on your first stroke. A drawing box appears. Subsequent strokes in or

touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines will be treated as writing.



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

### To select a drawing:

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

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

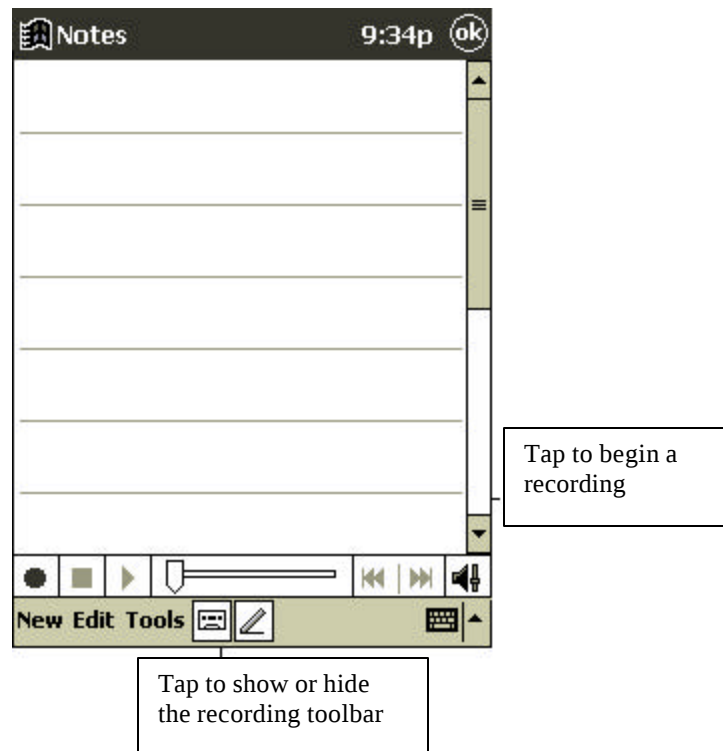
You can cut, copy, and paste selected drawings by tapping and holding the selected drawing and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu. To resize a drawing, make sure the **Pen** button is not selected and drag a selection handle.

## Recording a Message

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

### To create a recording:

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



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

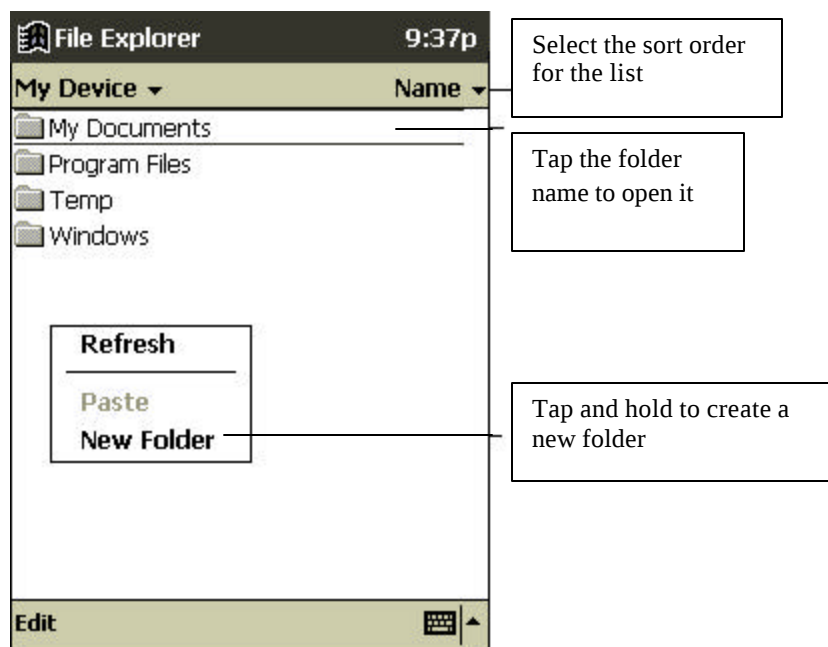
To play a recording, tap it in the list or tap its icon in the note.

## Find and Organize Information

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

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

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



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

## Customize Your Bluebird

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

### Adjusting Settings

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

You might wish to do the following:

| <u>Item</u>  | <u>Description</u>                                                                                |
|--------------|---------------------------------------------------------------------------------------------------|
| Align Screen | Adjust the touch screen if it is not responding accurately.                                       |
| Backlight    | Set the length of time before the backlight turns off when the device is idle.                    |
| Buttons      | Associate program buttons with specific programs and adjust the up/down control of the jog wheel. |
| Clock        | Change the time or set alarms.                                                                    |
| Input        | Customize the input method and set word completion settings.                                      |
| Memory       | Adjust the allocation of storage and program memory.                                              |
| Menus        | Customize what appears on the – menu and enable a pop-up menu from the <b>New</b> button.         |

|                      |                                                                                                                      |
|----------------------|----------------------------------------------------------------------------------------------------------------------|
| Owner Information    | Enter your contact information.                                                                                      |
| Password             | Limits access to your Bluebird.                                                                                      |
| Power Saving         | Maximize battery life.                                                                                               |
| Sounds and Reminders | Increase the volume; choose to enable sounds for screen taps and notifications; select type and when to be reminded. |
| Today                | Customize the information displayed on the <b>Today</b> screen.                                                      |
| Contrast             | Adjust the contrast of the screen.                                                                                   |
| Regional Settings    | Adjust for region, numbers, currency, time and date.                                                                 |

## Setting a Password

Password security is provided to help protect against unauthorized use of your Bluebird. For immediate protection, we recommend setting up password security through the **Password** utility in the **Settings** of your Bluebird as soon as possible. If set, your login password must be entered each time you turn on your Bluebird.

Choose a password that's easy to remember. If you forget it, you must perform a full reset to use your Bluebird again. A full reset restarts your Bluebird and removes all information that was stored in memory, such as your data files and your system settings.

To set your login password, follow these steps:

- Tap , **Settings**, then **Password**.
- Enter a new 4-digit PIN. This number is now your password.
- Enable the login password by checking the **Require password when device is turned on** box.
- Save your new settings by tapping **OK**.

Your login password is now set. The login password screen appears each time you turn on your Bluebird.

## Adding or Removing Programs

Programs added to your Bluebird at the factory are stored in ROM (read-only memory). You cannot remove or modify this software, and you'll never accidentally lose ROM contents. Programs and data files added to your Bluebird after factory installation are stored in RAM (random access memory). You can install any program created for Bluebird, as long as your Bluebird has enough memory. The most popular place to find software for your Bluebird is on the World Wide Web.

## To add programs

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

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

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

## To add a program to the Start menu:

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

- **Using File Explorer on the device:** Tap , **Programs**, **File Explorer**, and locate the program (tap the folder list, labeled **My Documents** by default, and then **My Device** to see a list of all folders on Bluebird). Tap and hold the program and tap **Cut** on the pop-up menu. Open the Start Menu folder located in the Windows folder, tap and hold a blank area of the window, and tap **Paste** on the pop-up menu. The program will now appear on the  menu. For more information on using File Explorer, see "Find and Organize Information," earlier in this chapter.
- **Using ActiveSync on the desktop computer:** Use the Explorer in ActiveSync to explore your Bluebird files and locate the program. Right-click the program, and then click **Create Shortcut**. Move the shortcut to the Start Menu folder in the Windows folder. The shortcut now appears on the  menu. For more information, see ActiveSync Help.

## To remove programs

- Tap  and then **Settings**. On the **System** tab, tap **Remove Programs**.

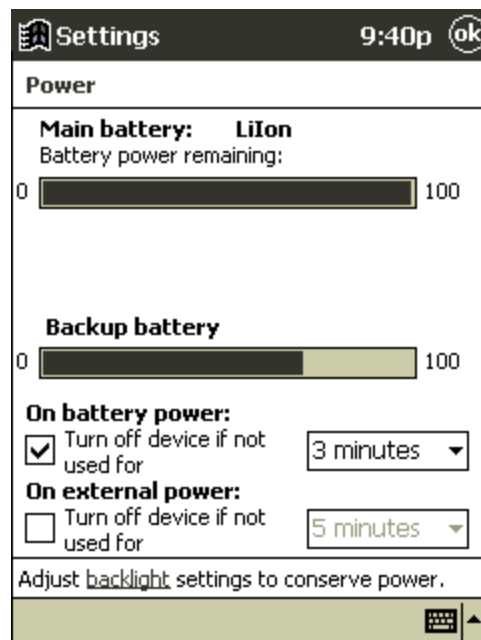
If the program does not appear in the list of installed programs, use File Explorer on your device to locate the program, tap and hold the program, and then tap **Delete** on the pop-up menu.

## Power

When you are working with your Bluebird and using battery power, you can monitor the charge held in the battery by using the Power window. To conserve battery power, your Bluebird automatically powers off whenever it is idle for a continuous period of time. If you are running on battery power, you can conserve charge if you shorten the idle time before your Bluebird automatically powers off.

*To display the Power control panel:*

- Tap , **Settings** , **System**, then **Power**.
- If the battery is low on charge, the battery icon appears on the command bar on the Today screen. Tap the battery icon to display the Power control panel.
- If the battery gets very low, your Bluebird displays a warning message. If this occurs, save any unsaved data you are working on, perform a synchronization with your computer, then turn off your Bluebird.



The Power control panel only shows the battery charge level if you are using the battery. If you have connected the AC adapter, the window shows the recharging status.

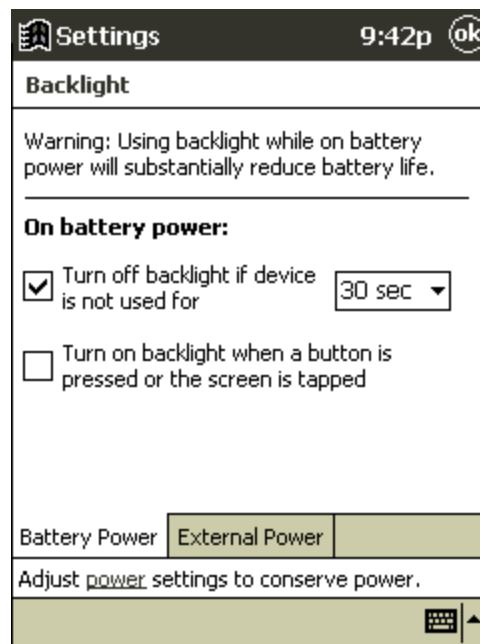
*To set the power off timer:*

- Tap , **Settings** , **System**, then **Power**.
- Use the drop down menus to set the idle intervals before your Bluebird automatically powers off.
- If you are playing an audio file on your Bluebird under battery power, the display will automatically turn off after one minute if there has been no input to your Bluebird. The display will turn back on once the audio file has finished playing. This power saving feature is not adjustable.

## Adjusting the Backlight

Bluebird features a built-in backlight that allows you to view text and graphics clearly whether you're indoors or outdoors, in a dim study or at a brightly lit worksite.

- To turn on or off the backlight press and hold the Power button for about three seconds.

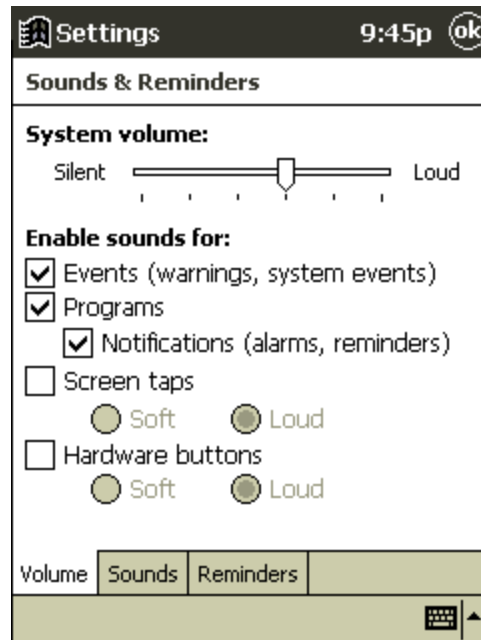


*To adjust the backlight time-out:*

- Use the drop-down menus to set the amount of idle time before the backlight turns off when your Bluebird is using battery power and external power.

## Controlling Volume

The **Volume** utility provides an easy way to adjust the volume of your Bluebird. Press **Settings**, **Personal**, then tap **Sounds & Reminders**.



## CF Card Expansion Slot

The CF Card Expansion Slot supports Type I CompactFlash cards. The CompactFlash slot allows you to install storage cards for backup and storage of data and applications. It also allows you to install communication devices such as a LAN adapter or a fax/modem. (For a complete list of the options available see Appendix: CF cards)

### To insert a CompactFlash card:

Push the card, connector-side first into the slot until it stops.

### To remove a CompactFlash card:

Close all applications on your Bluebird that have open files on the CompactFlash card.

Lever the CompactFlash card out of the slot using a fingernail.

## Guidelines for Using CompactFlash Cards

Your Bluebird automatically recognizes a wide range of CompactFlash cards approved for use with Windows CE. If you are ever instructed to install card-specific Bluebird drivers provided by

a CompactFlash card manufacturer, be sure to install only device drivers specifically designed for the Windows CE operating system on your Bluebird. If you are unclear about installation instructions, call your CompactFlash card manufacturer for more information

- Some CompactFlash cards consume large amounts of power. To avoid battery drain age when using a CompactFlash card, connect your Bluebird to AC power wherever possible.
- If the battery is very low, you should not attempt to save data to a CompactFlash card. This may result in the loss of data. First replace the batteries or connect to AC power.
- Do not turn off your Bluebird or remove the CompactFlash card when you are in the middle of performing an operation, such as saving data to your CompactFlash card.
- Keep your CompactFlash card in a protective casing when not in use to protect from dirt, moisture and static electricity.

## Backup and Restore Data

To avoid losing your data in the event that your Bluebird Pocket PC is lost, stolen, or becomes defective, periodic backups to the computer or a CompactFlash card are recommended.

Depending on your usage, you may want to perform a backup as often as once a day. You can back up and restore your Bluebird's data using the following utilities:

**ActiveSync Backup/Restore** . Use this ActiveSync utility to periodically back up your Bluebird's data onto your computer's hard drive. You can manually back up data or set this utility to back up automatically each time you connect to your Pocket PC. For more information, see ActiveSync Help on your computer.

**CF Backup**. This utility lets you back up and restore your entire Pocket PC memory contents to a CompactFlash storage card (purchased separately). You can then carry a CompactFlash card-based copy of your data with you at all times for quick retrieval.

## Backing up Data to a CF Card

Each time you use the **CF Backup** utility, your data files, databases, preferences, Windows CE system data, and applications are copied to the CompactFlash storage card.

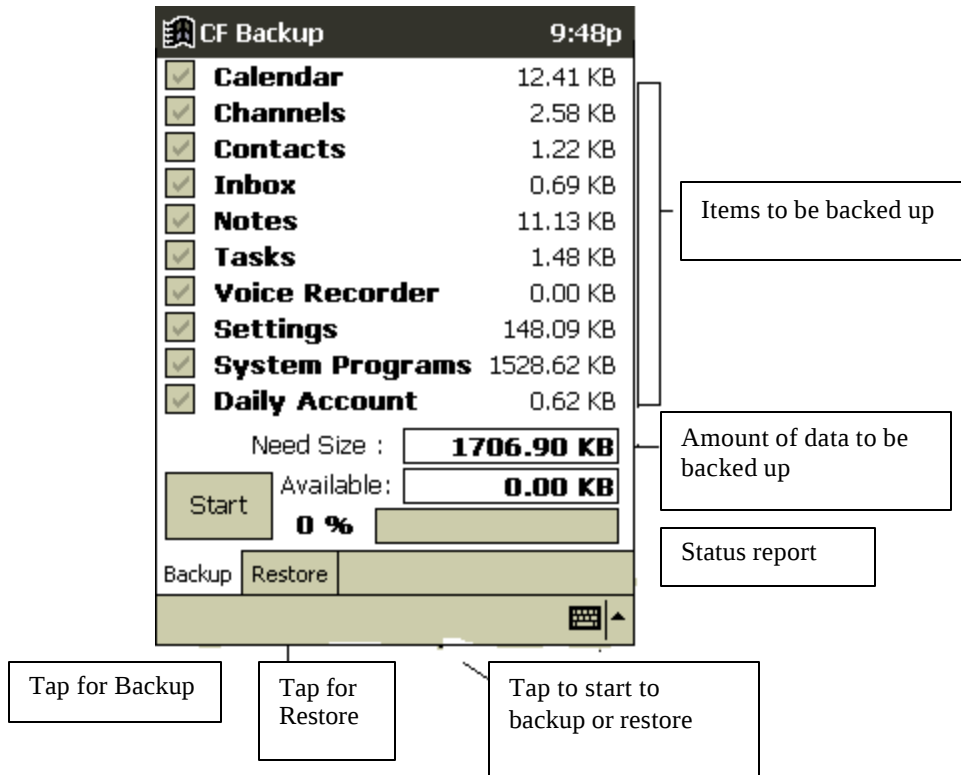
You should use a card at least as big as your Bluebird's RAM (Random Access Memory) size, e.g., 16 or 32 MB.

### To perform a backup:

Connect to external power or tap, **Settings**, **System**, then **Power** to verify that the battery has a charge rating of 20% or greater.

- 1) Install a CompactFlash storage card into your Bluebird, as described earlier in this chapter.
- 2) Press the **DeskTop** button, then tap, **CF Backup**, then **Backup** - or **Programs**, then **CF Backup**.

The screen displays a list of all the items that will be backed up, so it is easy to identify the data and size that is saved to the CompactFlash storage card.



- 3) Tap the **Start** button to begin the backup process. A status bar reports the data activity until the function is complete.

 Do not remove the CF card, or turn off the unit during backup. Data loss can result.

- 4) When backup is complete, remove the CompactFlash storage card and keep it close for easy retrieval.

### To restore a backup onto your Bluebird

1. Install the CompactFlash storage card on your Bluebird.
2. Close all active programs.
3. Press the **DeskTop** button, then tap **CF Backup** tab.
4. Tap **Restore**.
5. Tap the **Start** button to begin the restore process. A status bar reports the data activity until the function is complete.

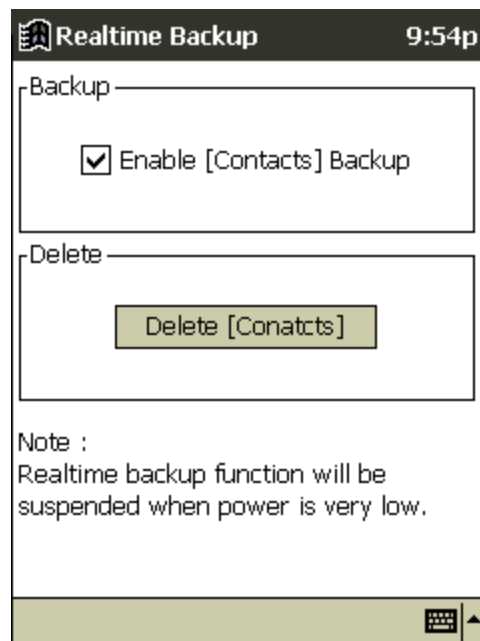
 Do not remove the CF card, or turn off the unit during restore. Data loss can result.

7. The reset screen will appear when the restore process is complete.

## Real Time Backup

This program allows you to back up **Contacts** to your Bluebird's flash ROM, protecting them in the event you fail to recharge your Bluebird within 40 hours and all the data stored in RAM is lost. Data and programs stored in the flash ROM of your Bluebird – which includes all the software already installed on your device when you purchase it – will not be lost if you fail to recharge your Bluebird within the specified period. However, all the new software and files you have created since purchasing your Bluebird will. As it is not possible to back up all the data on your Bluebird to flash ROM **Contacts** were chosen because of their extreme importance. **Contacts Backup** is a last line of defense to protect some of your data – to safeguard all of the data on your Bluebird make periodic backups to a CF Card or synchronize with your desktop (see above).

- To switch on **Real Time Backup**, press **DeskTop**, tap **Real Time Backup**, and then tick **Backup** (Contacts are automatically backed up every time you create or modify one).

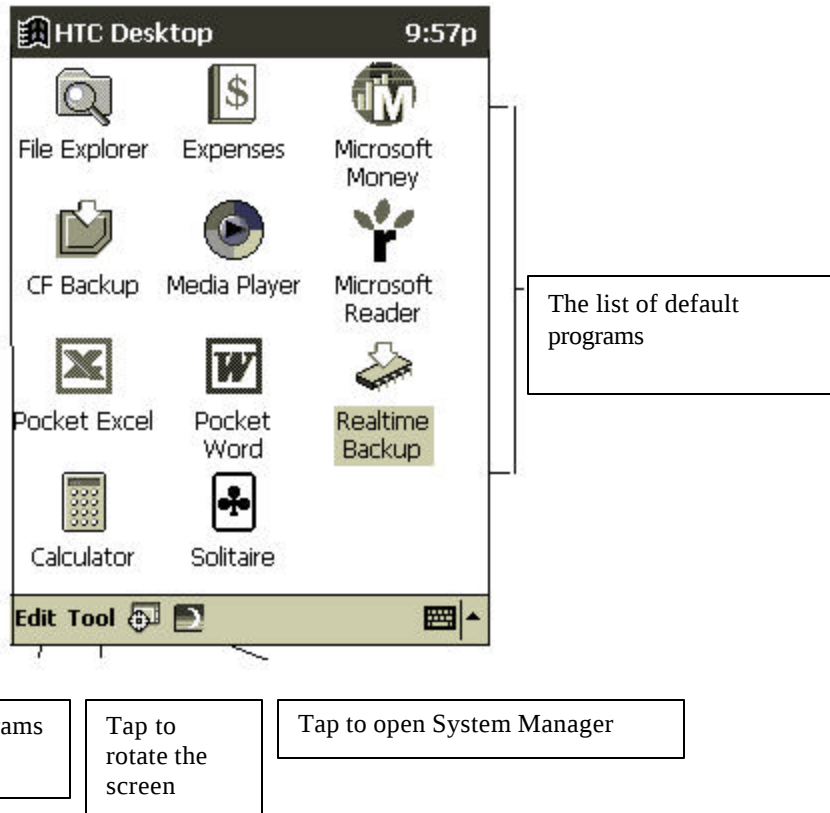


- To delete **Contacts** from flash ROM, press **DeskTop**, tap **Real Time Backup**, and then **Delete Contacts**.



## HTC DeskTop

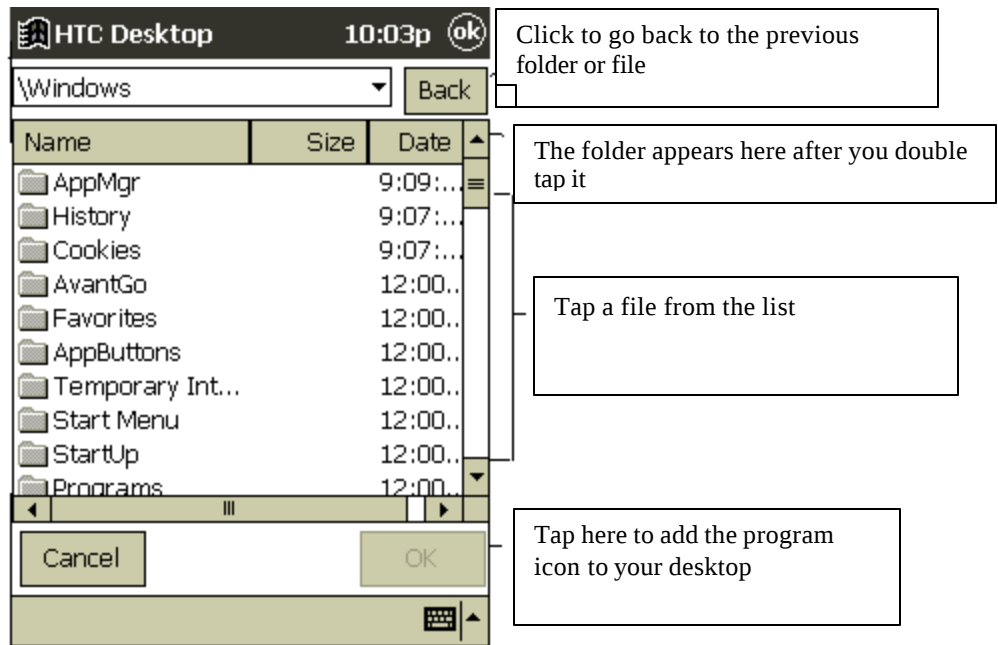
**HTC DeskTop** greatly speeds up access to and management of programs on your device. You can immediately view and open essential programs by placing them on a special desktop screen, which can be activated anytime by one press of a button. You can use the **System Manager** to quickly close individual or all open programs. And, you can change the perspective of the screen from landscape to portrait through **Tools**.



▣ The programs shown above on your desktop are listed by default on every Bluebird. If you want to add programs, delete or change the name of programs, *see below*.

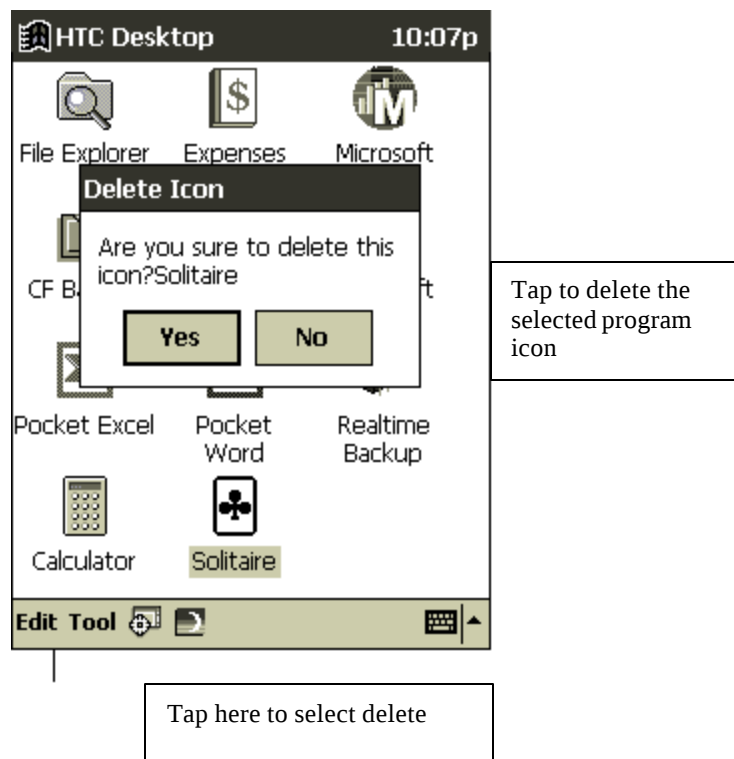
### To open and customize your Bluebird desktop:

1. Press the top button on the left-hand side of your Bluebird Pocket PC to open **DeskTop**.
2. Open your Bluebird desktop; tap **Edit** and then **New**.
3. Tap on the folder containing the file you want to add to the desktop, then select the appropriate file, and on **Yes**. If you cannot find the file you want, or are not sure what folder it is in, you can navigate through the folders by double clicking and then pressing **Back** to return to the previous screen. (The maximum number of icons allowed on your desktop is 21)



☐ If the device is reset then it will return to the default icon setting, as of when the device was purchased.

4. To delete programs from your desktop use the jog wheel to select a program icon; then tap **Edit**, **Delete** and **Yes** to confirm.



5. To rename programs select a program with the jog wheel, then tap **Edit** and **Rename** . Enter a

new name for the program and tap **Yes**.

6. To change the program order tap **Edit**, **Sort**, then **By Frequency**, **By Default Setting**, or **Alphabetically**.
7. To rotate the screen tap **Tools**, **Landscape - Left**, **Landscape -Right** or **Normal**. If you decide to click **Yes**, then the system will restart.

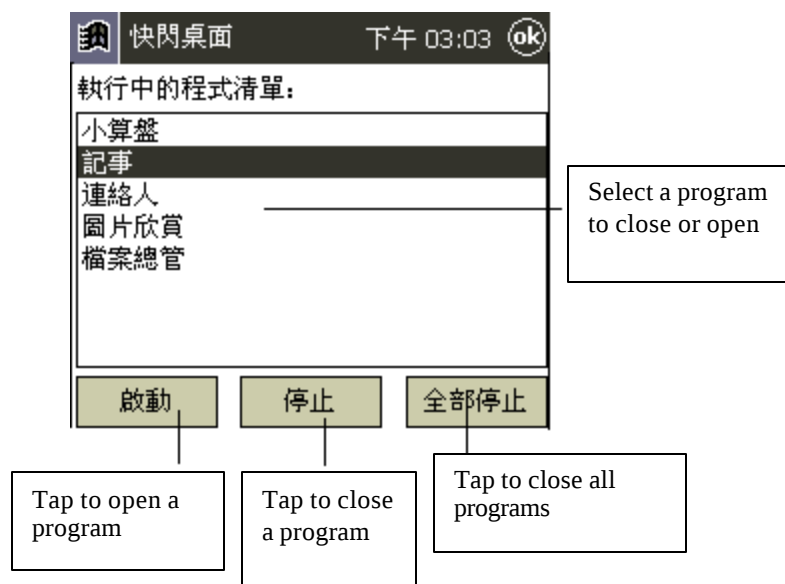
**WARNING:** The landscape option mentioned directly above in No.7 is not a Microsoft program, and therefore, does not work well with all Microsoft software.

### To close programs:

Tap the **System Manager**  icon next to **Tools**.



You then have 3 choices: to close all programs tap **Close All**; to close a program tap it, and then click on **Close**; to go to an open program highlight it, then tap **Open**.

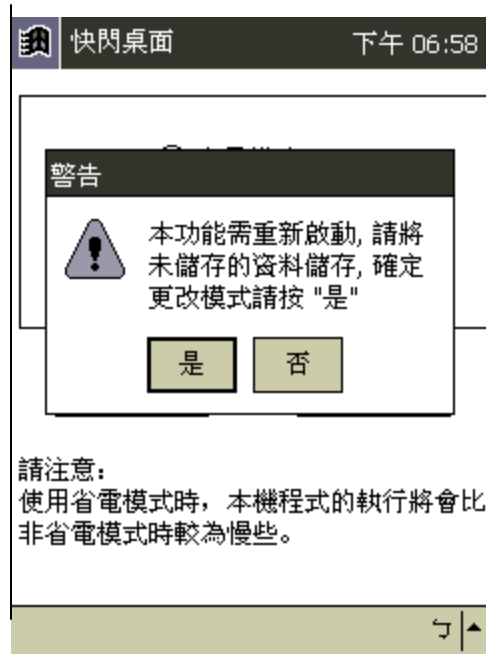


## Power Saving

This function is provided to help you maximize the battery life of your Bluebird. By selecting **Power Saving** you will reduce the speed of the Bluebird's CPU and save on power consumption. This setting will reduce the speed and performance of your Bluebird; if you need to use multimedia applications choose **Disable**.

### To enable power saving:

1. To select **Power Saving**, press **DeskTop**, tap  and then **Enable**.
2. Tap **Yes**, and then **Yes** again to restart the system.



 Always save all the information on your Bluebird before pressing **Yes** to reset. If you have not saved all the information on your Bluebird, tap **No**, then save all your important information.

## Chapter 3: Microsoft ActiveSync

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

- Keep Pocket Outlook data up-to-date by synchronizing your Bluebird with your choice of Microsoft Outlook, Microsoft Schedule+, or Microsoft Exchange on your desktop computer.
- Synchronize Microsoft Word and Microsoft Excel documents between your Bluebird and desktop computer. Your files are automatically converted to the correct format
  - By default, ActiveSync does not automatically synchronize all types of information, for example, e-mail messages. Use ActiveSync options to turn synchronization on and off for specific information types.

With ActiveSync, you can also:

- Back up and restore your Bluebird data.
- Copy (rather than synchronize) files between your Bluebird and desktop computer.
- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while the device is in the cradle 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.

For information on installing ActiveSync, see the booklet accompanying the ActiveSync CD. For information on using ActiveSync, see ActiveSync Help on the desktop computer.

## Chapter 4: Microsoft Pocket Outlook

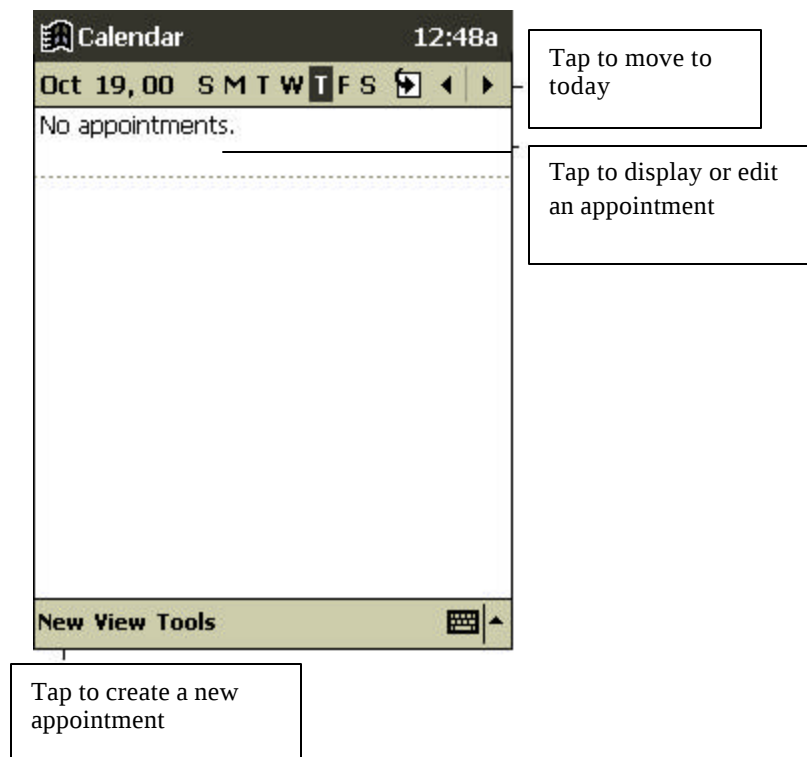
Microsoft Pocket Outlook® includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, e-mail addresses stored in Contacts can be used to address e-mail messages in Inbox.

Using ActiveSync, you can synchronize information in Microsoft Outlook, Microsoft Schedule+, or Microsoft Exchange on your desktop computer with your device. Each time you synchronize, ActiveSync compares the changes you made on your device and desktop computer and updates both computers with the latest information. For information on using ActiveSync, see ActiveSync Help on the desktop computer.

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

### Calendar: Scheduling Appointments and Meetings

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

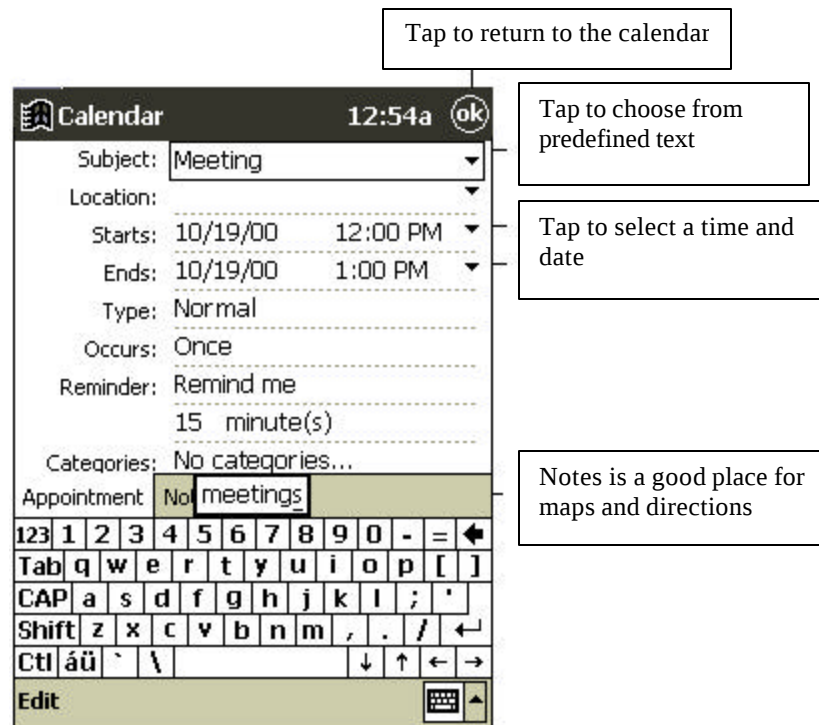


 You can customize the Calendar display, such as changing the first day of the week, by tapping **Options** on the **Tools** menu.

#### To create an appointment:

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

2. Tap **New**.

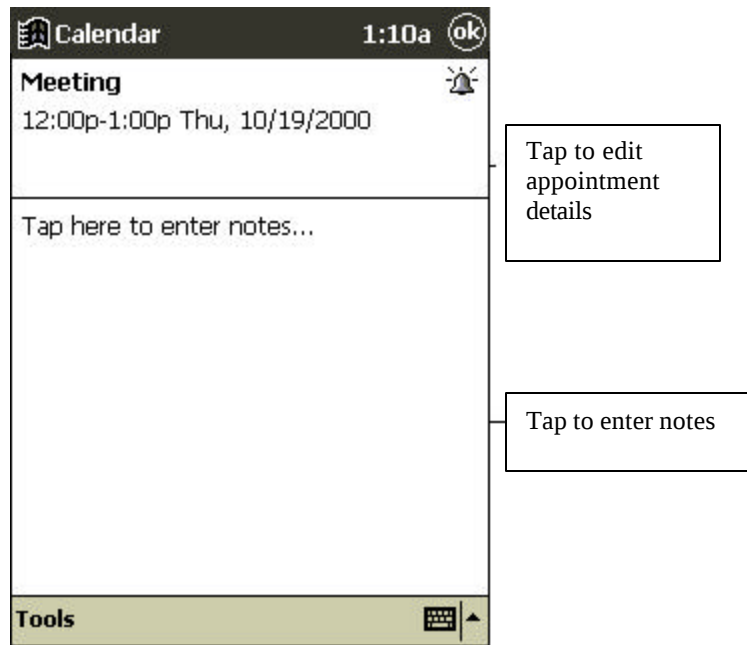


3. Using the input panel, enter a description and a location. Tap first to select the field.
4. If needed, tap the date and time to change them.
5. Enter other desired information. You will need to hide the input panel to see all available fields.
6. To add notes, tap the **Notes** tab. You can enter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

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

## Using the Summary Screen

When you tap an appointment in Calendar, a summary screen is displayed. Tap the top portion of the summary screen to change the appointment.



## Creating Meeting Requests

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

### To schedule a meeting:

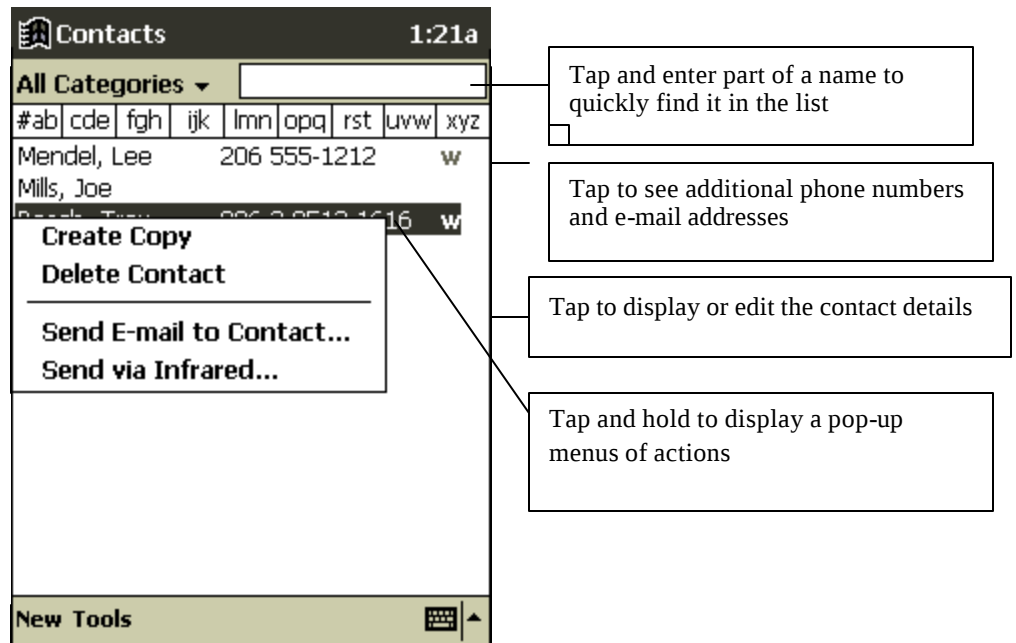
1. Create an appointment.
2. In the appointment details, hide the input panel, and then tap **Attendees**.
3. From the list of e-mail addresses you've entered in Contacts, select the meeting attendees.

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

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

## Contacts: Tracking Friends and Colleagues

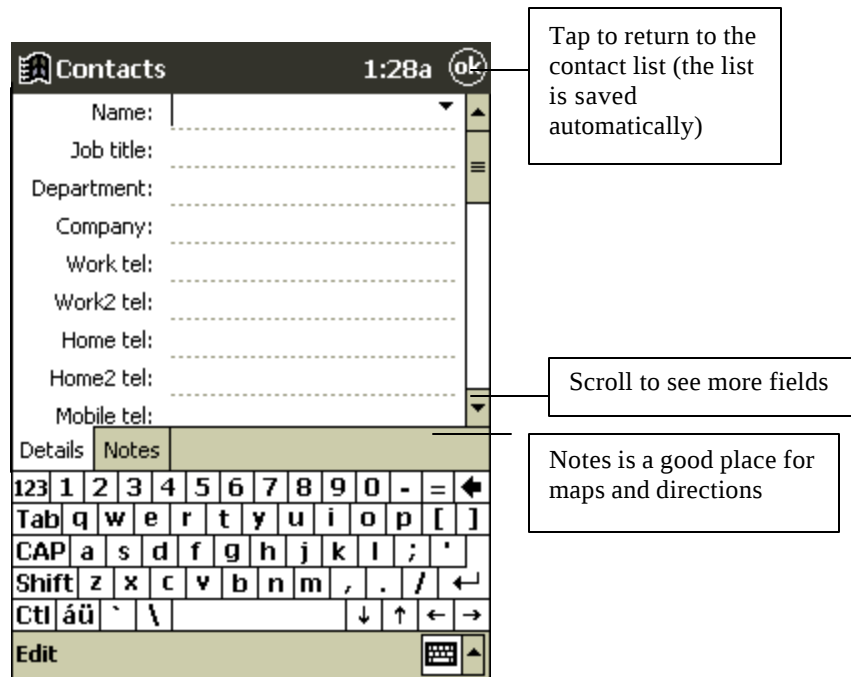
Contacts maintains a list of your friends and colleagues so that you can easily find the information you're looking for, whether you're at home or on the road. Using the device infrared (IR) port, you can quickly share Contacts information with other Windows-powered device users.



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

### To create a contact:

1. Tap **New**.

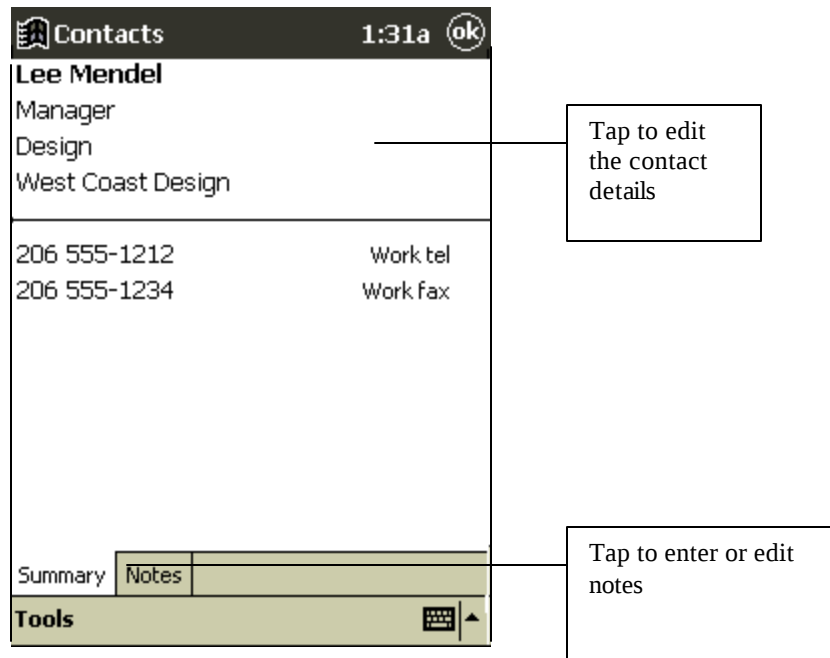


2. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.

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

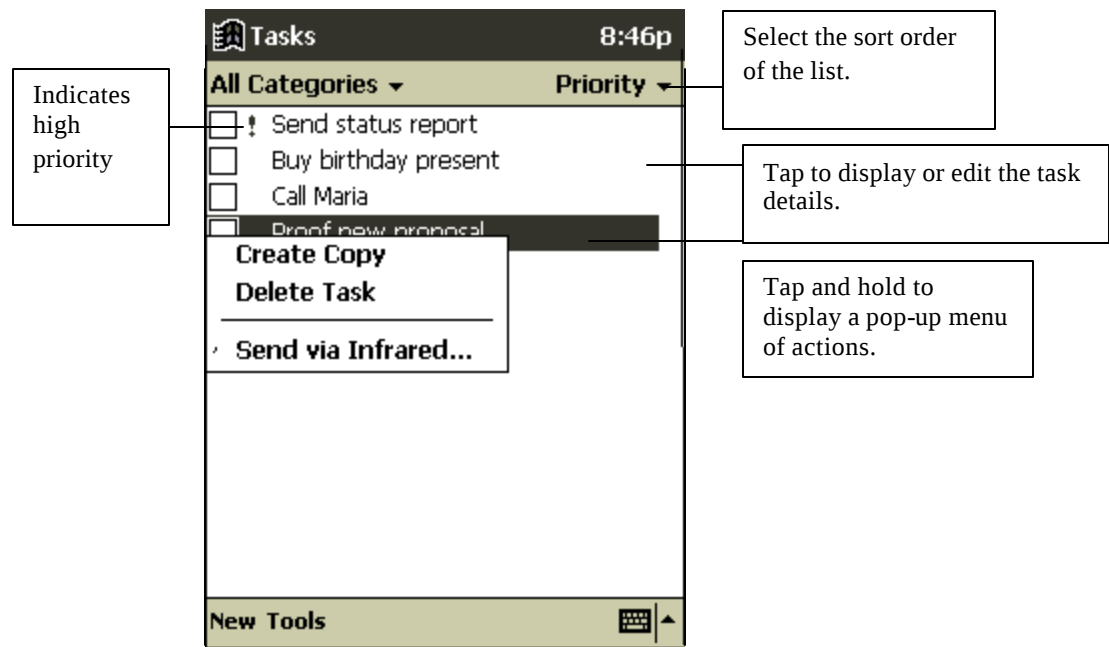
## Using the Summary Screen

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



## Tasks: Keeping a To Do List

Use Tasks to keep track of what you have to do. In the task list, overdue tasks are displayed in bold (and in red on color devices).



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

### To create a task:

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

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

Tasks1:40aOK

Subject:

Priority: Normal

Status: Not Completed

Starts: None

Due: None

Occurs: Once

Reminder: None

Categories: No categories...

Task

Notes

123

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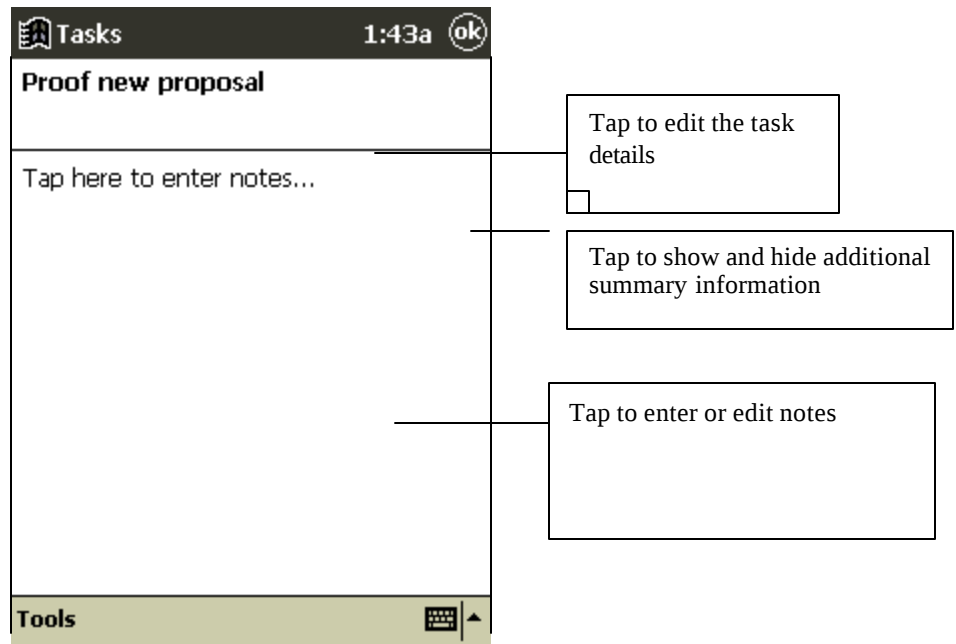
Edit

⬆

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

## Using the Summary Screen

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

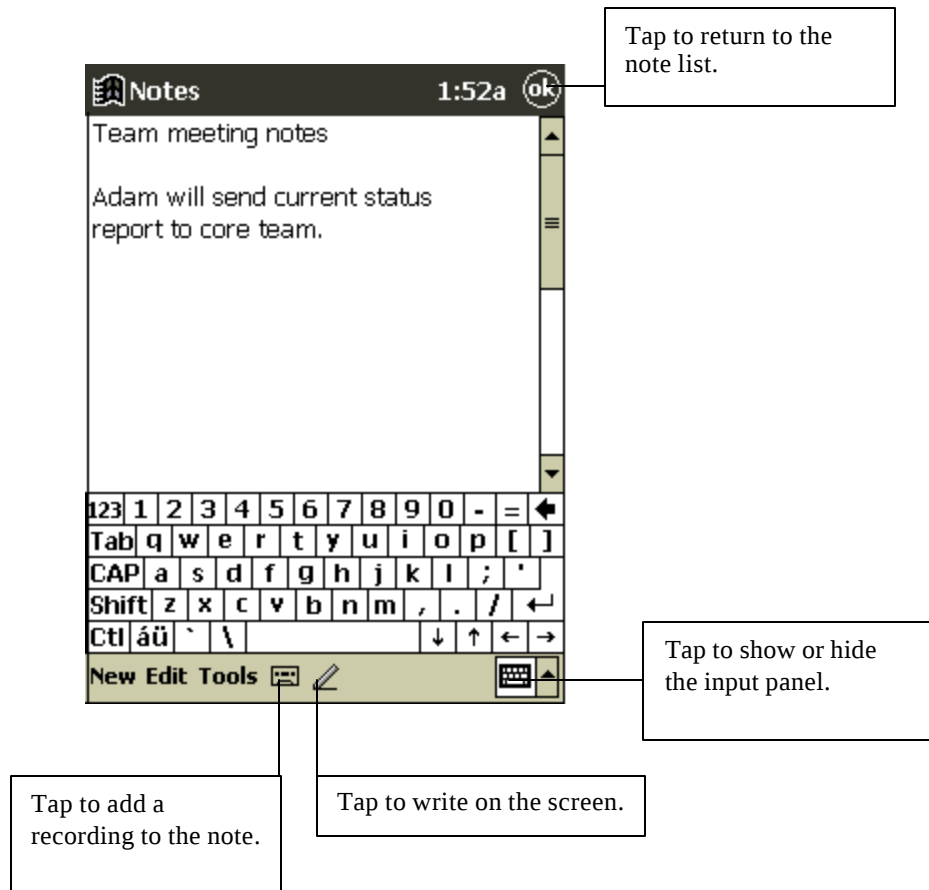


## Notes: Capturing Thoughts and Ideas

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

### To create a note:

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



## Inbox: Sending and Receiving E-mail Messages

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

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

## Synchronizing E-mail Messages

E-mail messages can be synchronized as part of the general synchronization process. First, you'll need to enable Inbox synchronization in ActiveSync options. For information on enabling Inbox synchronization, see ActiveSync Help on the desktop computer.

During synchronization:

- E-mail messages are copied from the Inbox folder of Exchange or Outlook on your desktop computer to the Inbox folder on your device. The e-mail messages on the two computers are linked, so when you delete an e-mail message on your device, it's also deleted from your desktop computer the next time you synchronize.
- E-mail messages in the Outbox folder on your device are transferred to Exchange or Outlook, and then sent from those programs.

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

## Connecting Directly to an E-mail Server

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

When you connect to the e-mail server, 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 e-mail server are removed from the device Inbox.

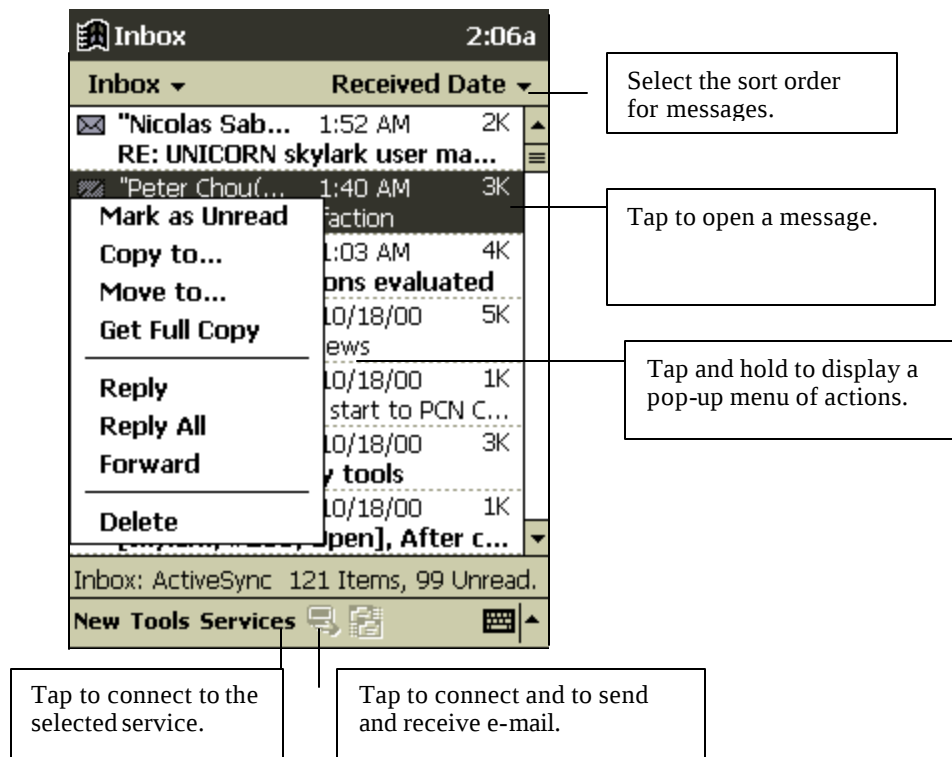
Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your desktop computer. When you delete a message on your device, it's also deleted from the e-mail server the next time you connect.

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

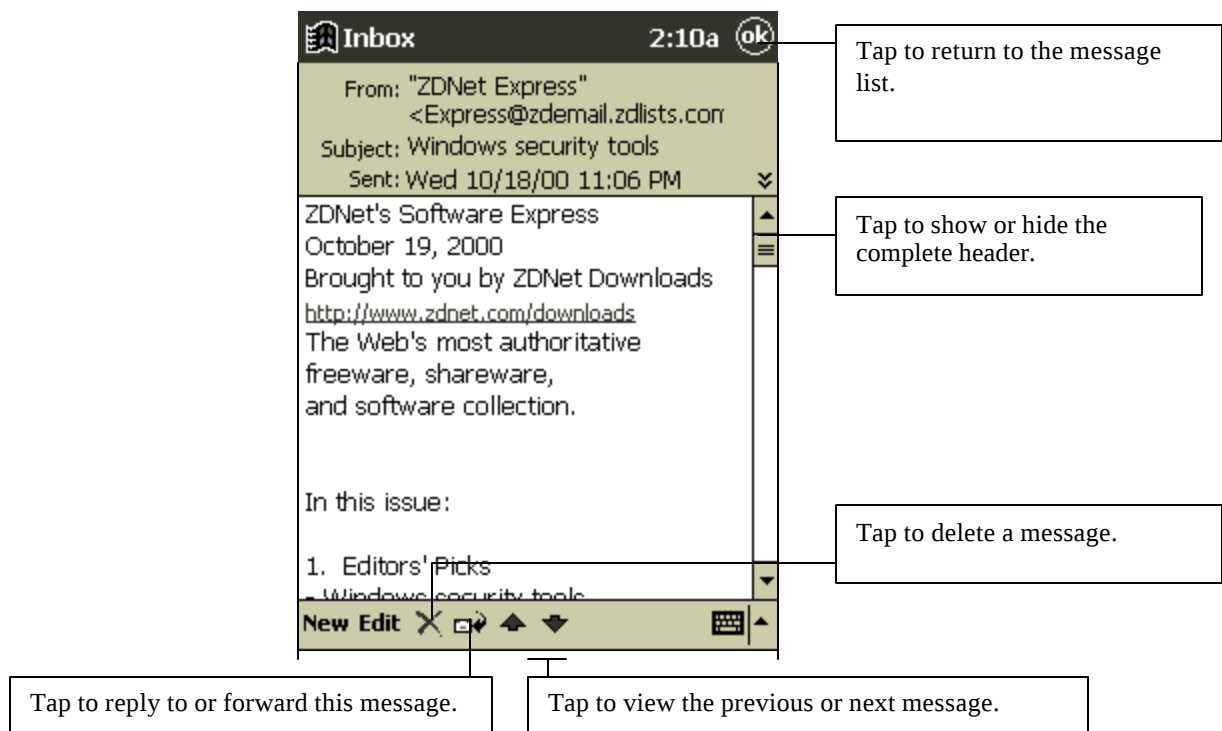
When working offline, once you've downloaded new message headers or partial messages, you can disconnect from the e-mail server and then decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you've marked for retrieval and sends the messages you've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

## Using the Message List

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



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



When you connect to your e-mail server or synchronize with your desktop computer, Inbox downloads only the first 100 lines of each new message by default. No e-mail attachments are

downloaded. The original messages remain on the e-mail server or your desktop computer.

You can mark the messages that you want to retrieve in their entirety the next time you synchronize or connect to your e-mail server. In the message list, tap and hold the message you want to retrieve. On the pop-up menu, tap **Get Full Copy**. The icons in the Inbox message list give you visual indications of message status.

You'll need to download a full message before you can view its attachments. Attachments appear as icons in a window pane at the bottom of the message. Tapping an attachment icon opens the attachment if it has been fully downloaded or marks it for download the next time you synchronize or connect to your e-mail server.

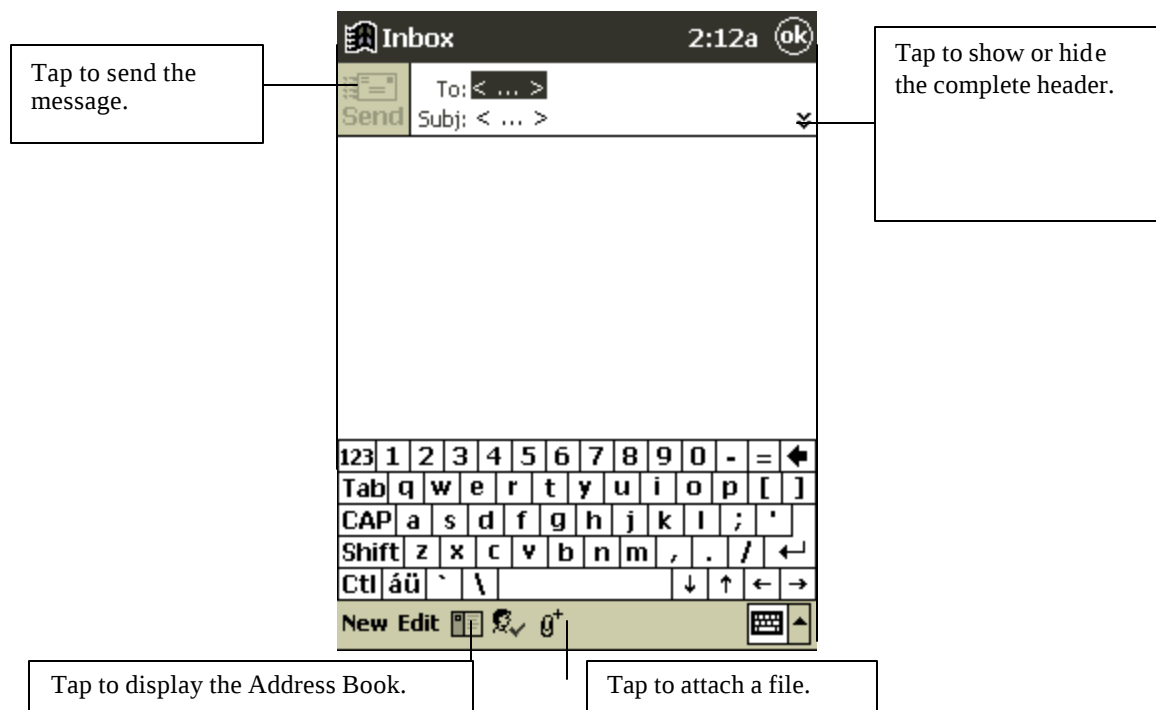
You specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time:

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

## Composing E-mail Messages

### To compose an e-mail message:

1. Tap **New**.
2. Enter an e-mail address in **To**, or select a name from the contact list by tapping the **Address Book** button.  
All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.



3. Compose your message.
4. Tap **Send** when you've finished the message.

The message is placed in the Outbox folder on your device and will be delivered in one of two ways:

- They are transferred to the Outbox folder in Exchange or Outlook on your desktop computer and sent the next time you synchronize.
- They are transferred to your e-mail server the next time you connect. In Inbox, make sure the appropriate service is selected on the **Services** menu. Then tap the **Connect** button (or **Connect** on the **Services** menu).

## Managing E-mail Messages and Folders

By default, messages are displayed in one of four folders for each service you've created: Inbox, Deleted (local), Outbox, and Sent. The Deleted folder contains messages that have been deleted on the device. If you are using IMAP4, you may see a Deleted Items folder. This folder is for messages deleted on the e-mail server. The behavior of the Deleted and Sent folders depends on the options you have chosen. In the message list, tap **Tools** and then **Options**. On the **Message** tab, select your options.

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

### Folder behavior with ActiveSync

If you move e-mail messages into a folder you create, the link is broken between these e-mail messages and their copies on the desktop computer. When you synchronize next, the e-mail messages in the folder you created will not be synchronized. In addition, e-mail messages that are missing from the device Inbox folder will be deleted from the Inbox folder on the desktop computer so that both Inbox folders match. This prevents you from getting duplicate copies of an e-mail message, but it also means that you will no longer have access to the e-mail messages you move out of Inbox except from the device.

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

The behavior of the folders you create depends on whether you are using POP3 or IMAP4:

- If you are using POP3, folders will behave like they do when using ActiveSync.
- If you are using IMAP4, the folders you create and the messages you move are mirrored on the e-mail server. For example, if you move two messages from the Inbox folder to a folder called Family, the e-mail server will create a copy of the Family folder and move the messages into that folder. Therefore, messages are available to you anytime you connect to your e-mail server, whether it is from your device, laptop computer, or desktop computer. This synchronization of folders occurs when you create a new folder, move e-mail messages into a folder, or tap **Synchronize Folders** on the **Services** menu. If you want to view the messages in a folder while disconnected from your e-mail server, select the folder and then tap **Folder Available Offline** on the **Services** menu. This downloads the e-mail message in the folder to your device.



## Chapter 5: Companion Programs

The companion programs consist of Microsoft Pocket Word, Microsoft Pocket Excel, Windows Media Player for Pocket PC, Microsoft Dictionary, Easy Online and Image Viewer.

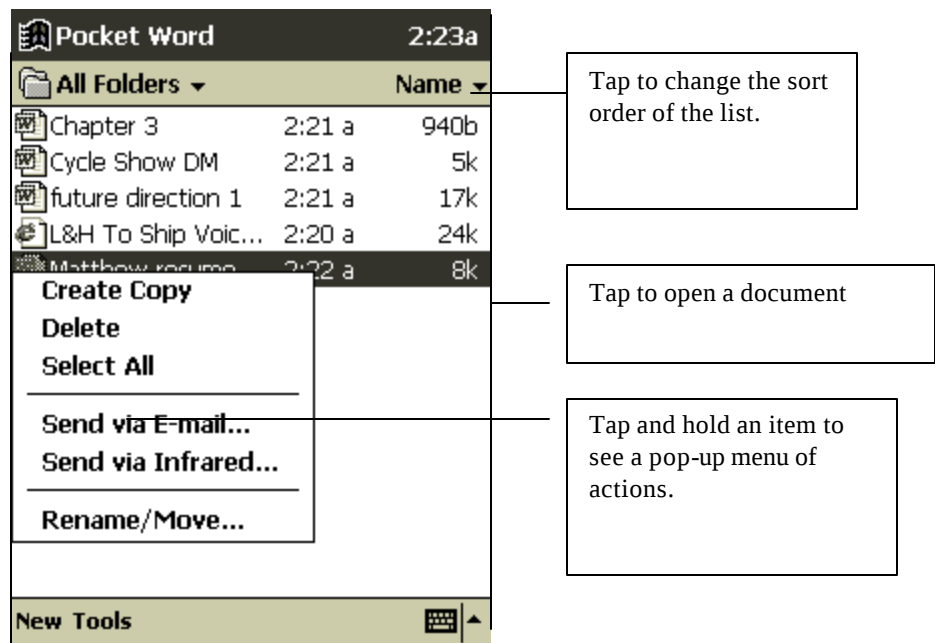
To switch to a companion program on your Bluebird, tap **Programs** on the  menu, and then tap the program name.

### Pocket Word

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

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

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



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

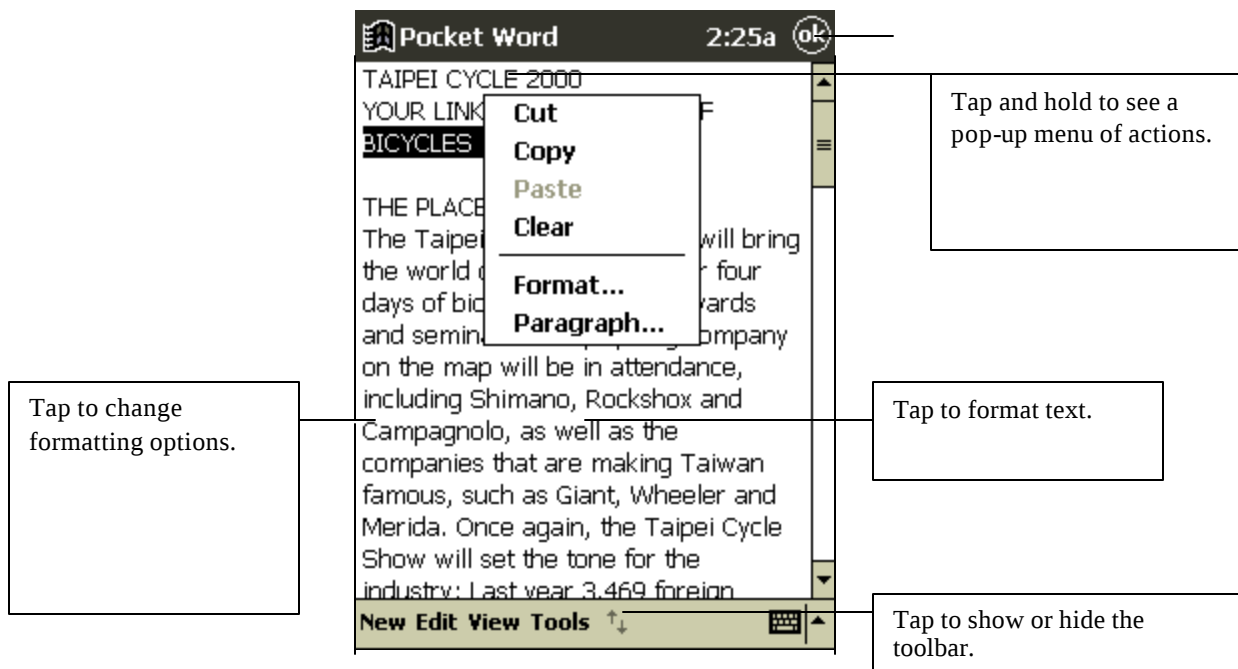
- You can change the zoom magnification by tapping **View** and then **Zoom**. Then select the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document.

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

## Typing Mode

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

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



## Writing Mode

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

- If you cross three ruled lines in a single stylus stroke, the writing

 becomes a drawing, and can be edited and manipulated as described in the following section.

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

## Drawing Mode

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

## Recording Mode

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

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

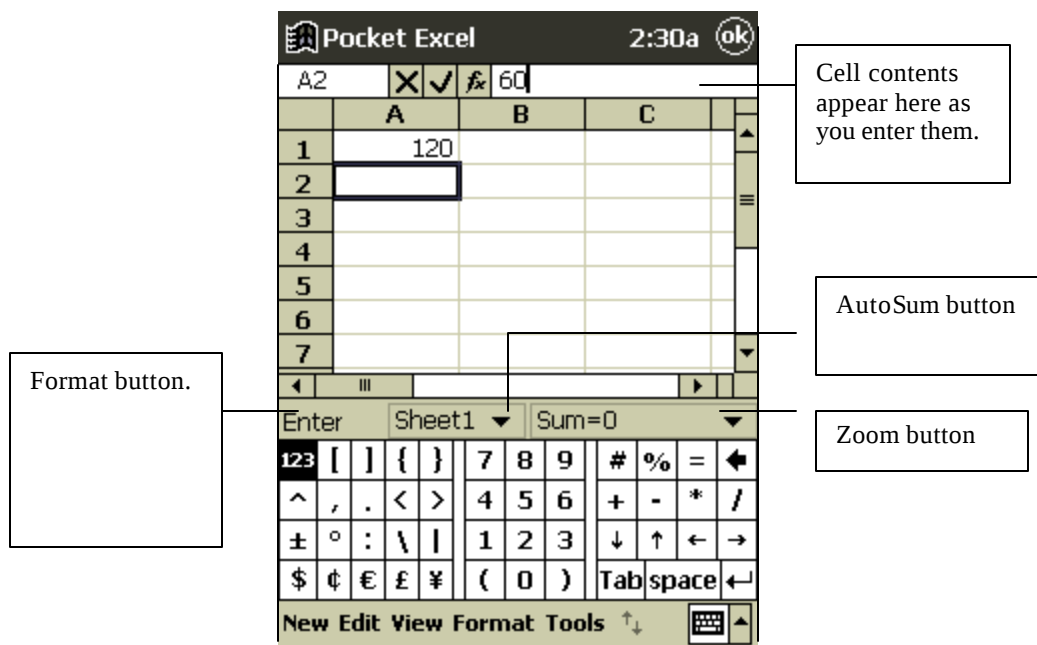
## Pocket Excel

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

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

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

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



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

## Tips for Working in Pocket Excel

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

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

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

account details with a **Required** and an **Optional** tab appears. Enter the name and type of the account on the **Required** tab and the other information you want to record on the **Optional** tab

and then tap **OK**. The name of the account appears in the Account Manager with its opening balance. The total of all balances for your accounts appears at the bottom of the screen.

## Daily Account

**Daily Account**  is a simple-to-use expenditure management program, allowing you to keep track of your expenses on the move. It is designed so that you can quickly record details of expenses as they occur, look up and amend old records, and, for any given month, view overall total expenditure with category-by-category breakdowns. It even allows you to input a period of time, and print out chronologically details of all records within that period.

### Creating, Editing, and Deleting Expenditure Records

To open **Daily Account** tap **Start**, and then **Daily Account** on the drop-down menu.

 You can create as many records as you want, up to the amount of storage capacity. Remember, however, that the speed of HTC Expenses for Pocket PC will be affected if you store too much information on your Pocket PC.

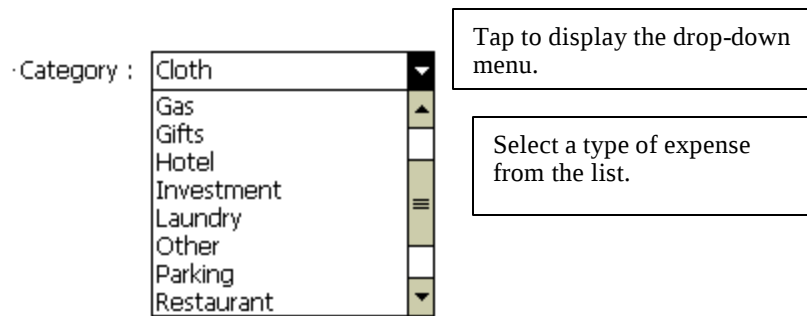
### Creating Records

When you open **Daily Account** a blank record automatically appears with the day's date and record number. To complete the record, follow the instructions below:

1. If the record is not for today, press the **downward pointed arrow** next to the date. In the pop-up calendar that appears select a month by pressing the left and right arrows and then a day by tapping a number from the body of the calendar. To confirm the date tap outside the calendar.



2. The number of this new record is automatically displayed so continue to the next item.
3. Tap **company** or **personal**, as appropriate.
4. Next to **Category**, tap the arrow and select a description from the drop-down menu.



5. Below enter the cost of the expense – if you tap in the box the keyboard will pop-up.
6. In **Details** enter any additional information about the record that you think is necessary.
7. Finally, to add the record to memory, press **New**. Editing Records
1. Find the record by entering the date it was created, then by going to the **No.** and tapping the left/right arrows to scroll through records for that date. When the record you want to edit appears proceed to No.2.
2. To edit the record, follow the techniques explained in **Creating Records** , and then tap the **Update** button at the bottom of the screen.

### Deleting Records

1. Find the record by entering the date it was created, then by going to the **No.** and tapping the left/right arrows to scroll through records for that date. (see above) When the record you want to delete appears proceed to No.2.
2. Tap **Delete** at the bottom left of the screen.

### Calculating and Viewing Expenditure Totals

To view the overall total expenditure for a given period, tap the  icon in the toolbar at the bottom of the screen and enter a period of time. The statistics displayed are broken down by **Category** - with an overall total also given.

**Expense** 2:46a **ok**

10/19/00 ▼ To 10/19/00 ▼ Tap to select a date.

☒ Personal ☐ Company

| Category       | Accumulation | Percent |
|----------------|--------------|---------|
| Gas            | 0.00         |         |
| Gifts          | 0.00         |         |
| Hotel          | 0.00         |         |
| Investment     | 0.00         |         |
| Laundry        | 0.00         |         |
| Other          | 0.00         |         |
| Parking        | 0.00         |         |
| Restaurant     | 0.00         |         |
| Tips           | 0.00         |         |
| Transportation | 0.00         |         |
| Utilities      | 0.00         |         |

Expenses broken down by category.

Total expenses.

For statistics covering another period tap the arrow next to the date at the top of the screen, and then in the pop-up calendar that appears select a month by pressing the left and right arrows and a day by tapping a number from the body of the calendar. To confirm the date, tap outside the calendar.

**Expense** 2:53a **ok**

10/19/00 ▼ To 10/19/00 ▼ Tap to display the calendar.

☒ Personal

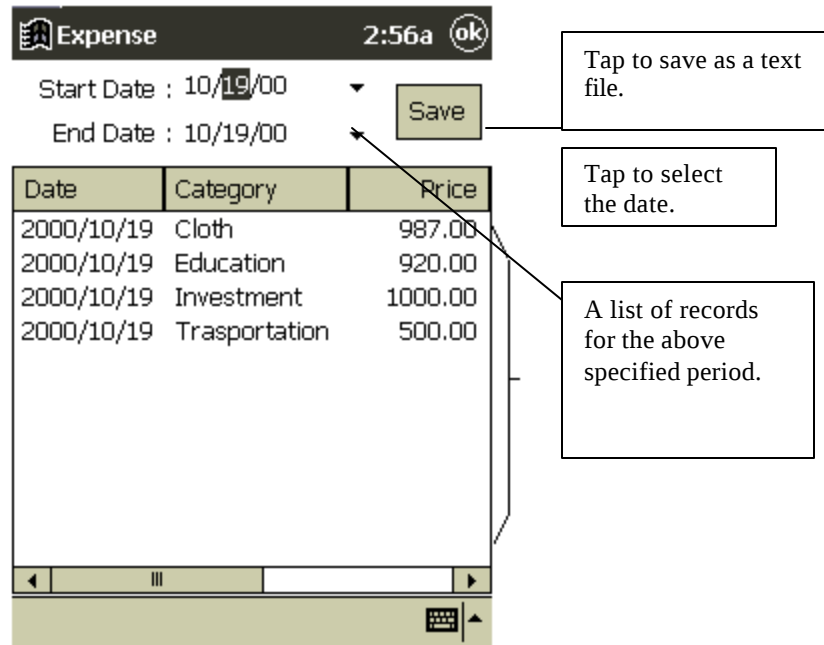
October 2000

| Category      | S               | M  | T  | W  | T  | F  | S  |
|---------------|-----------------|----|----|----|----|----|----|
| Cloth         | 24              | 25 | 26 | 27 | 28 | 29 | 30 |
| Education     | 1               | 2  | 3  | 4  | 5  | 6  | 7  |
| Entertainment | 8               | 9  | 10 | 11 | 12 | 13 | 14 |
| Gas           | 15              | 16 | 17 | 18 | 19 | 20 | 21 |
| Gifts         | 22              | 23 | 24 | 25 | 26 | 27 | 28 |
| Hotel         | 29              | 30 | 31 | 1  | 2  | 3  | 4  |
| Investment    | Today: 10/19/00 |    |    |    |    |    |    |
| Laundry       | 0.00            |    |    |    |    |    |    |
| Other         | 0.00            |    |    |    |    |    |    |
| Parking       | 0.00            |    |    |    |    |    |    |
| Restaurant    | 0.00            |    |    |    |    |    |    |

Select a day in the month by tapping a number.

## Printing a List of Records

1. Press the printer  icon in the toolbar at the bottom of the screen.
2. At the top of the screen tap **Starting Date** and **Ending Date** to select the period within which you want a printout of records. For this, you can select a period up to 12 months within any year.
3. The records will be listed, starting with the earliest first.



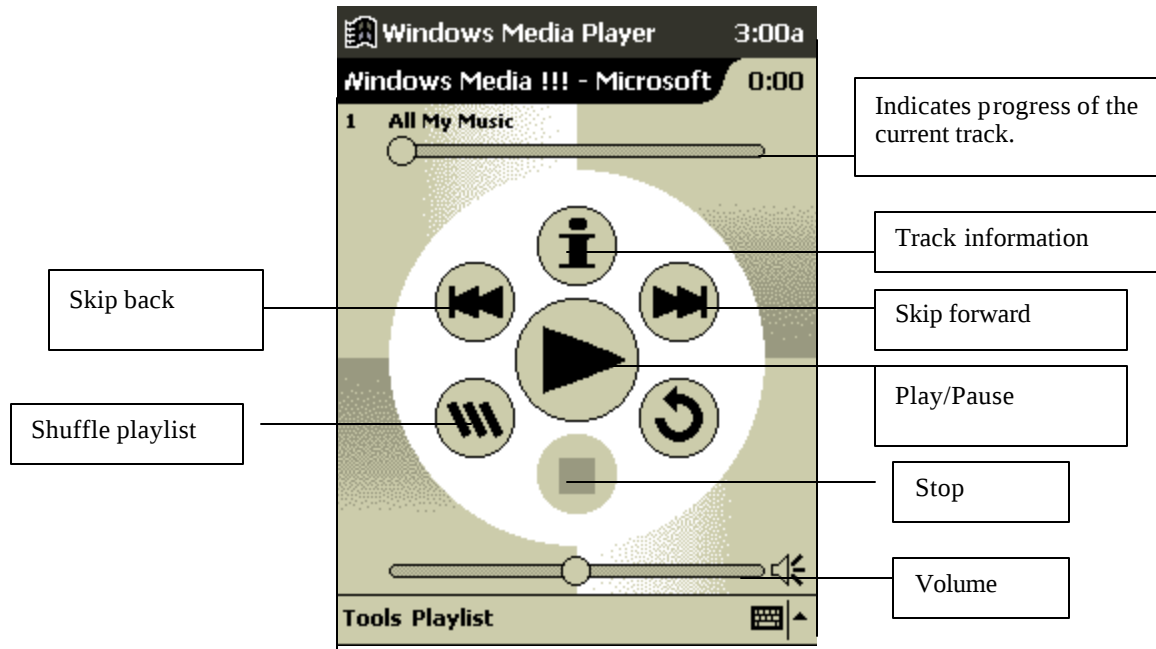
 The records are stored in a database on your Pocket PC. To print, view or manipulate these records, they must be first converted to a text file and copied to a folder on your PC.

4. Tap **Save** to change the file to a text file. You will be asked if you want the file to be called Daily Account, tap OK.
5. To copy to your PC open **Windows Explorer** on your PC, double click on **Mobile Devices**, and then **My Pocket PC**.
6. Select the DailyAccount.txt file, copy and paste into **My Documents** on your PC.
7. In **Notepad** click **File**, and then **Open** from the drop-down menu. In the screen that appears select **text files** from the **Types of File** box, double click on DailyAccount.txt and follow the instructions that appear.

## Windows Media Player for Pocket PC

Use Windows Media Player for Pocket PC to listen to digital audio files.

To switch to Windows Media Player, tap , **Programs**, and then **Windows Media Player**.

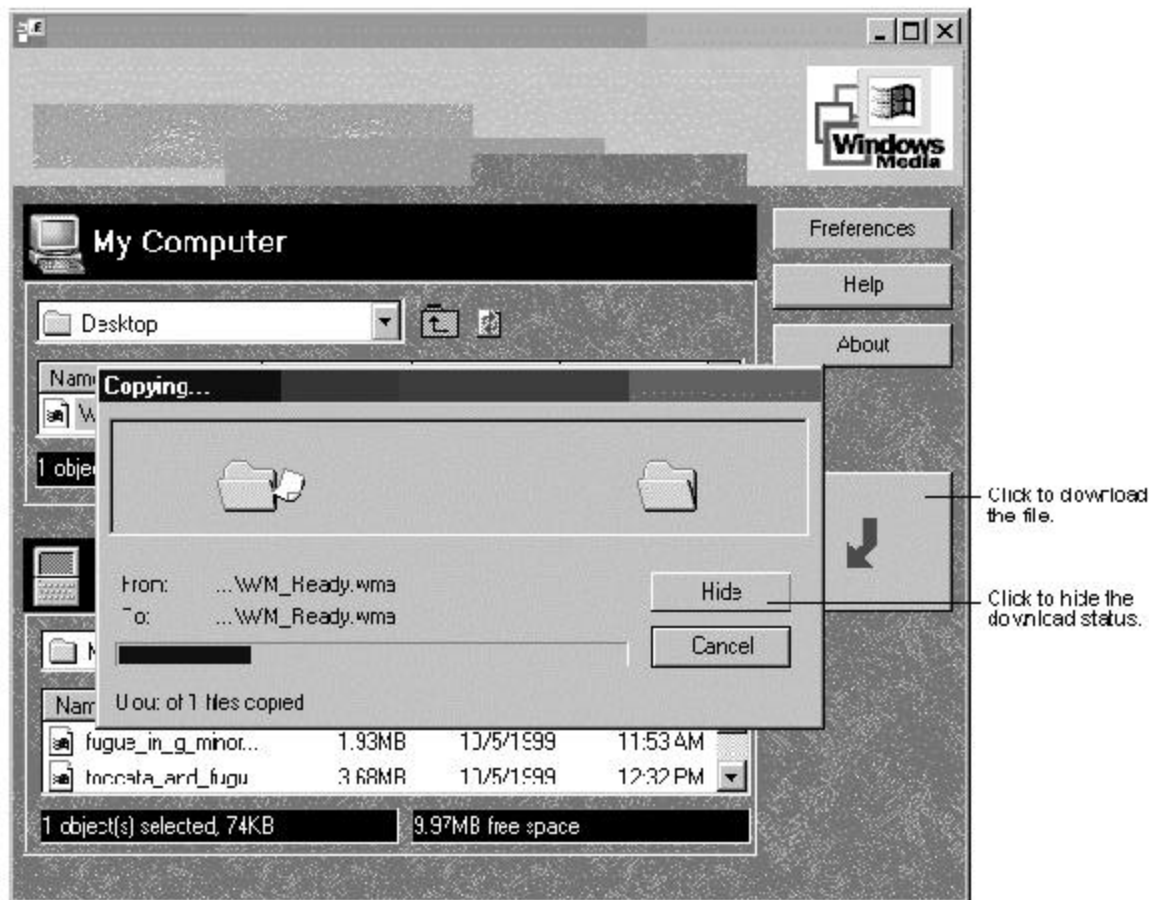


## Using Windows Media Manager for Pocket PC

Use Windows Media Manager for Pocket PC on the desktop computer to create digital audio files in Windows Media format and to transfer audio content to your Bluebird or storage card. With Windows Media format, you can create high-quality audio for your Bluebird without using large amounts of Bluebird memory.

You can transfer the following media formats to your Bluebird for use with the Windows Media Player: ASF (Advanced Streaming Format), WMA (Windows Media Audio), MP3 (MPEG Audio Layer 3), and WAV (waveform).

Windows Media Manager is included in the Extras folder on the ActiveSync CD. You must install Windows Media Manager on your desktop computer to copy and convert digital audio files.



## What is Packaged Content?

Packaged content is digital music that has been encrypted for distribution to prevent unauthorized access to copyrighted content. Windows Media Player for Pocket PC cannot play packaged content without a valid license. First use Windows Media Player on the desktop computer to obtain packaged content that has a license that allows transferring the content to your Bluebird. Then use Windows Media Manager for Pocket PC to transfer the packaged content and its license to your Bluebird or storage card. To successfully transfer packaged content, your Bluebird or storage card may require a hardware serial number.

You can play packaged content until the license expires. During license download, you will be informed of the terms of the license. License terms can be for an unlimited time, a set amount of time, or a set number of playbacks. A license can support content being copied to a Bluebird or storage card an unlimited number of times or one time only. Terms are entirely dependent on the content provider.

## Using the Playlist Manager

Use the playlist manager to set the track playback order. **All My Music** is the default playlist. It contains all digital audio files available for playback on your Bluebird and storage card. To see a list of recently selected playlists, tap **Select Playlist**. To create or edit playlists, tap **All Playlists**.

Tap and hold a track or playlist to perform actions such as copying, moving, and deleting.

For more information on using Windows Media Player, tap  and then **Help**.

## Microsoft Money

Use Microsoft Money to easily enter and view your financial transactions, check your account balances, and track your investments. If you are using Microsoft Money on your desktop computer, you should synchronize first so that you won't have to enter your accounts and other required information on your Bluebird by hand. Before you can synchronize, you will need to run the Setup program found in the MSMoney folder under Extras on the ActiveSync CD. The first time you synchronize, all Microsoft Money information on the Bluebird will be replaced with information from your desktop computer. If you do not use Microsoft Money on your desktop computer, Microsoft Money on the Bluebird can still be used to help organize your finances, but you will not be able to synchronize the financial information with your desktop computer.

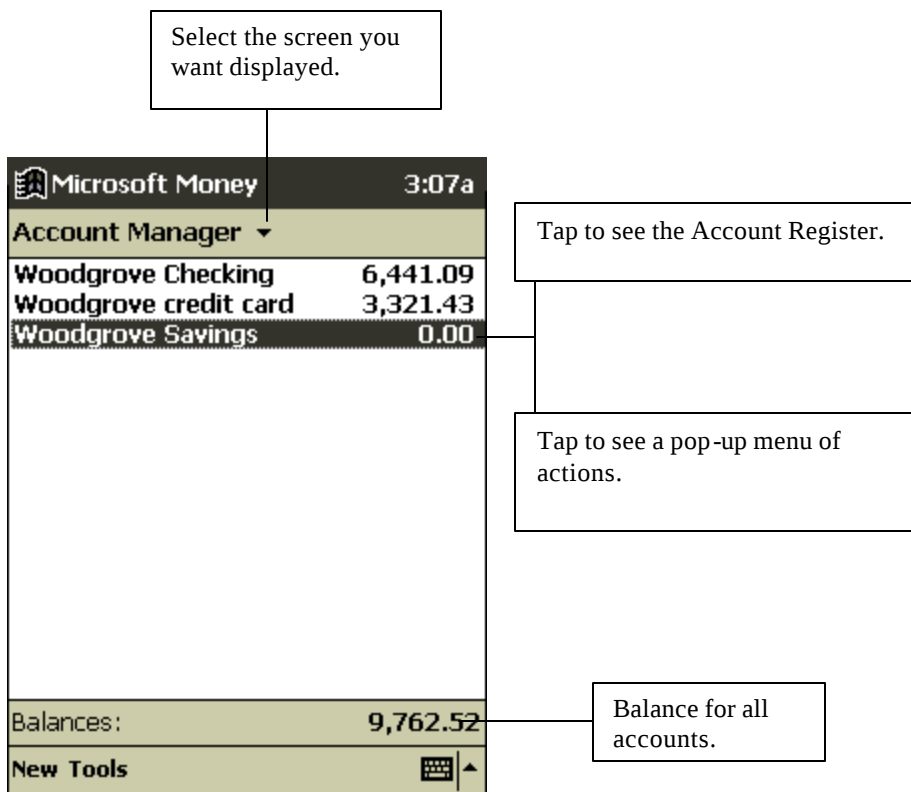
## Installing Microsoft Money

Microsoft Money is included in the Extras folder on the ActiveSync CD. To install Microsoft Money on your Bluebird, go to the MSMoney folder under Extras on the ActiveSync CD, and follow the instructions in the Read Me file.

## Creating Accounts

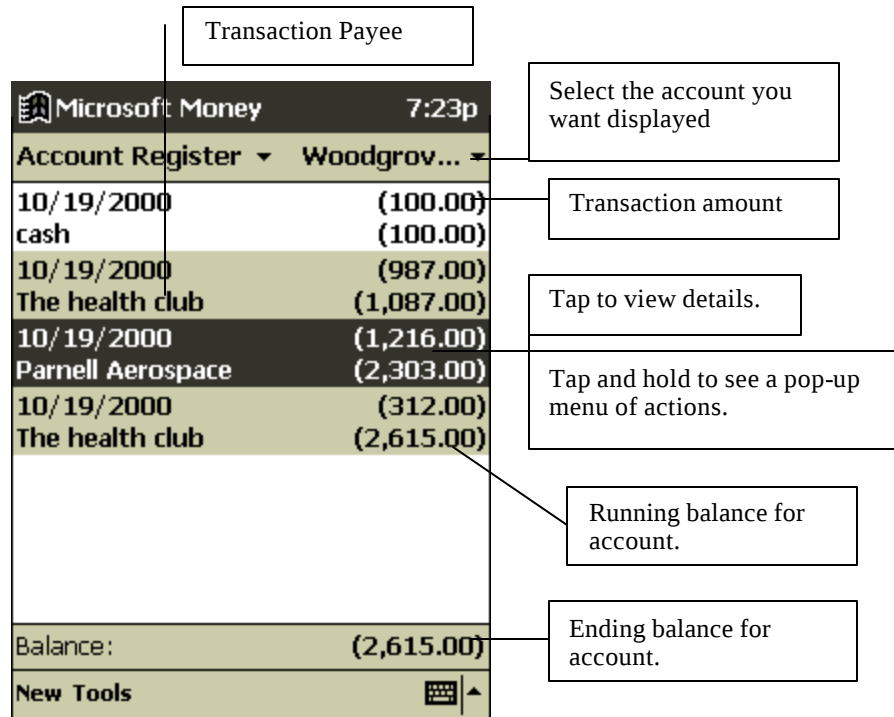
To create a new account, tap , **Programs**, **Microsoft Money**, and then **New**. A screen for entering account details with a **Required** and an **Optional** tab appears. Enter the name and type of the account on the **Required** tab and the other information you want to record on the **Optional** tab and then tap **OK**. The name of the account appears in the Account Manager with its opening balance. The total of all balances for your accounts appears at the bottom of the screen.

Microsoft Money shows that you are in the Account Manager in the upper-left corner of the screen. To navigate within Microsoft Money, tap the name **Account Manager**. A list of the five screens within Microsoft Money appears. Tap the screen you want to see.



## Using the Account Register

To view the Account Register for an account, tap it in the Account Manager. The Account Register displays all transactions for that account that are stored on your Bluebird. For each transaction, you will see the date, the payee, the amount, and the running balance of your account as a result of the transaction. The ending account balance is displayed at the bottom of the screen.



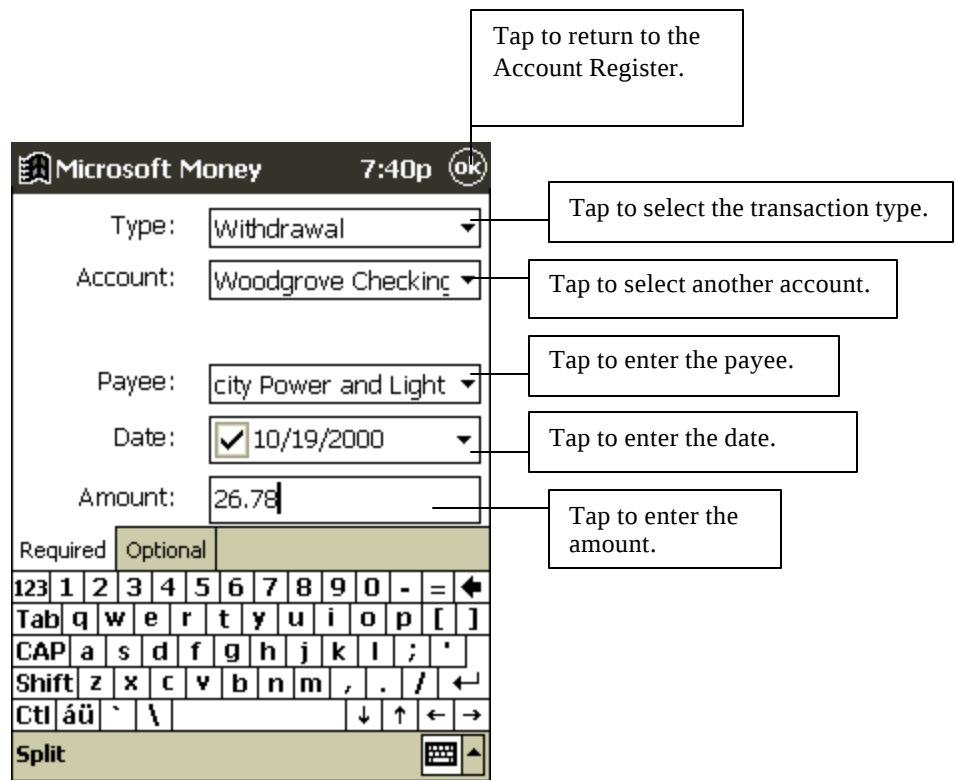
 To switch between accounts, tap the name of the current account in the upper-right corner and select another account from the list.

## Entering Transactions

Once you have the Account Register open, tap **New** to create a new transaction.

On the **Required** tab, Microsoft Money automatically creates a withdrawal and enters today's date. If you are not entering a withdrawal, tap the **Type** box and select **Deposit** or **Transfer**. You can also change the account in which the transaction is being created. Then, tap the **Payee** box. Using the input panel, enter the payee for your transaction. As you type, Microsoft Money tries to guess the payee that you are entering from your list of existing payees. If Microsoft Money guesses correctly, tap another field or tap **Tab** to accept the payee.

When you accept a payee, Microsoft Money enters the same amount, category, and subcategory that you used for the last transaction with that same payee. This information gets entered on the **Required** tab and the **Optional** tab. This AutoComplete+ feature helps you quickly enter similar transactions, such as ATM withdrawals. If AutoComplete+ has entered the wrong information, use the input panel to correct it.



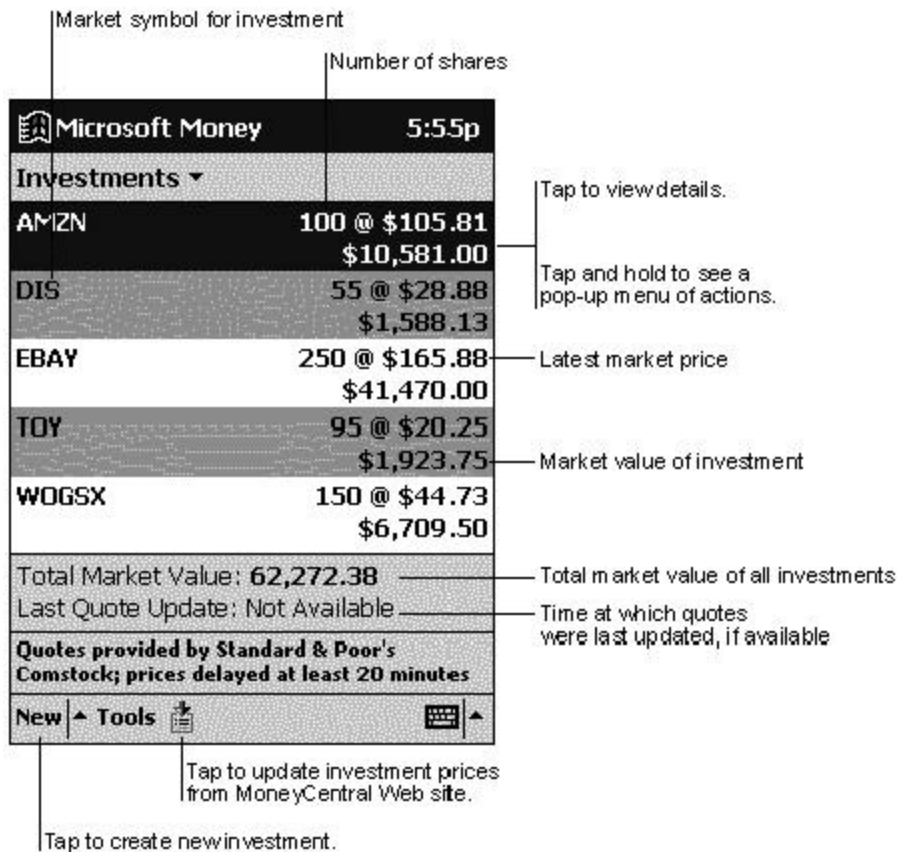
❑ If you do not want Microsoft Money to automatically enter information, tap **Tools** and then **Options** and turn off AutoComplete+.

## Entering and Tracking Investments

In the Investments screen, you can track the value of the investments in your portfolio. The Investments screen displays each investment with the current number of shares, their price, and market value. The total market value for all of your investments is displayed at the bottom of the screen.

To create a new investment, tap **New**. On the new investment screen, enter the name, symbol, current price, and number of shares. Tap **OK** to save the new investment.

Microsoft Money can update investment prices from the MoneyCentral Web site. To do this, open a connection to the Internet and tap **Update Investments** on the **Tools** menu. When the update is complete, Microsoft Money will record the date and time and display it after **Last Quote Update** at the bottom of the screen. If you do not have an Internet connection from your Bluebird, you can manually update the investment prices by tapping the investment and entering a new price with the input panel.



Microsoft Money can get a quote update over any direct (IP) Internet connection, including a wireless connection or network connection. If you cannot get a quote update, check with your Internet service provider (ISP) or network administrator to see if you require a proxy server to connect to the Internet. If so, tap **Tools** and then **Options** and set up the proxy server.

For more information on using Microsoft Money, tap  and then **Help**.

## Microsoft Reader

Use Microsoft Reader to read electronic books on your Bluebird.

Download books to your desktop computer from your favorite eBook Web site. Then, use ActiveSync to copy the book files to your Bluebird. The books appear in the Reader Library, where you can tap them in the list to open them.

Each book consists of a cover page, an optional table of contents, and the pages of the book. Page through the book by using the Up/Down control on your Bluebird or by tapping the page number on each page. You can annotate the book with highlighting, bookmarks, notes, and drawings. You can also search for text and look up definitions for words.

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

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

## Getting Books on Your Device

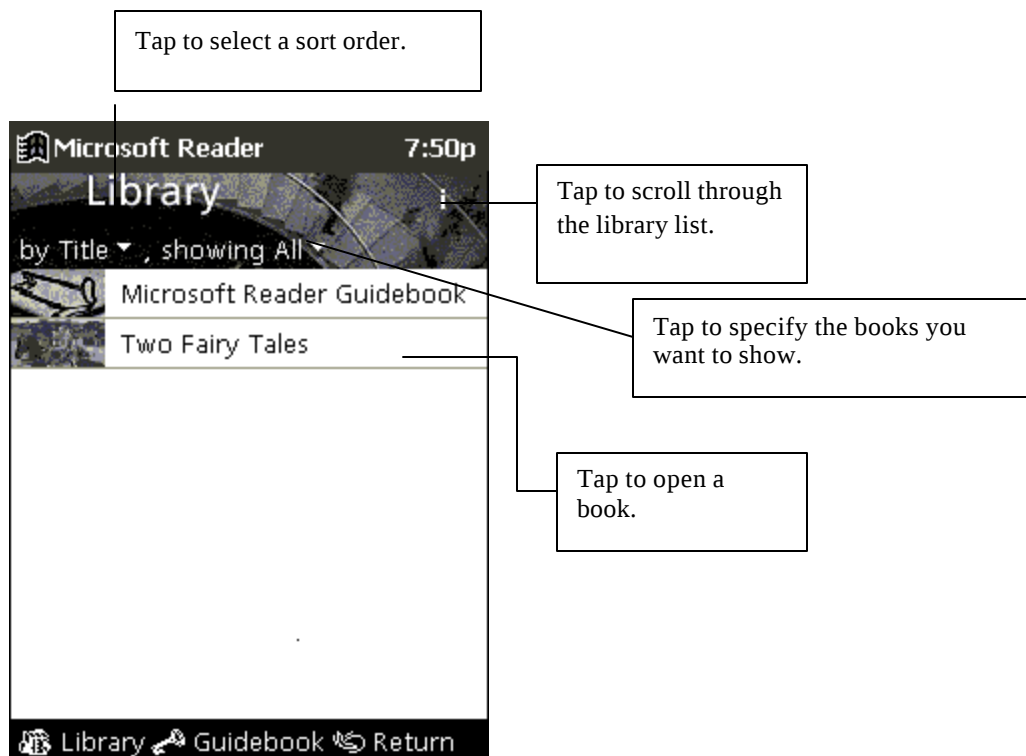
You can download book files from the Web. Just visit your favorite eBook retailer and follow the instructions to download the book files. Sample books and a dictionary are also included in the MSReader folder in the Extras folder on the ActiveSync CD. Use ActiveSync to download the files from your desktop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

## Using the Library

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

You can go to the Library by tapping **Library** on the Reader command bar. Or on a book page, tap the book title and then tap **Library** on the pop-up menu.

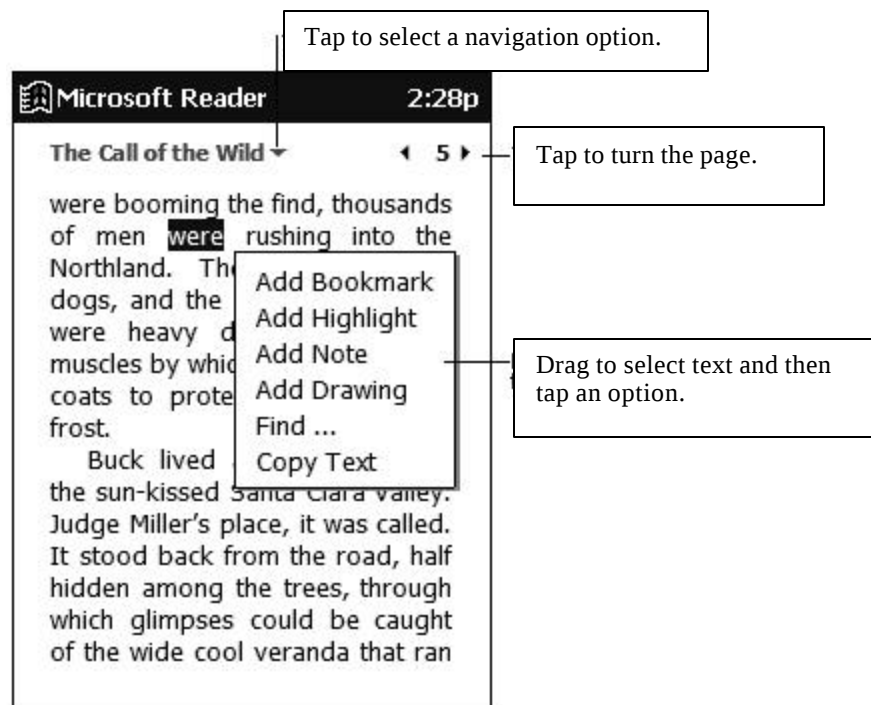
To open a book, tap its title in the Library list.



## Reading a Book

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

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



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

## Using Reader Features

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

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

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

stylus.

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

## Removing a Book

When you've finished reading a book, you may want to delete it to conserve space on your Bluebird. If a copy of the book is stored on your desktop computer, you can download it again at any time. To remove a book from your Bluebird, tap and hold the title in the Library list and then tap **Delete** on the pop-up menu.

## Chapter 6: Pocket Internet Explorer

Use Pocket Internet Explorer to view Web pages in either of these ways:

- During synchronization with your desktop computer, download your favorite links, mobile favorites, and mobile channels that are stored in the Mobile Favorites subfolder in Internet Explorer on the desktop computer.
- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you'll need to create the connection first, as described in Chapter 7.

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

### The Mobile Favorites Folder

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

### Favorite Links

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

### Mobile Favorites

If you are using Microsoft Internet Explorer 5 on your desktop computer, you can download mobile favorites. (You can install Microsoft Internet Explorer 5 from the Extras folder on the ActiveSync CD.) Synchronizing mobile favorites downloads Web content to your Bluebird so that you can view Web pages while you are disconnected from your ISP and desktop computer.

Use the Internet Explorer 5 plug-in installed with ActiveSync to create mobile favorites quickly.

#### To create a mobile favorite:

1. In Internet Explorer 5 on your desktop computer, click **Tools** and then **Create Mobile Favorite**.
2. To change the link name, enter a new name in the **Name** box.
3. Optionally, in **Update**, select a desired update schedule.
4. Click **OK**. Internet Explorer downloads the latest version of the Web page to your desktop computer.
5. If you want to download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the desktop computer, right-click the mobile favorite and then click

**Properties.** On the **Download** tab, specify the number of links deep you want to download. To conserve device memory, only go 1 level deep.

6. Synchronize your Bluebird and desktop computer. Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer 5 are downloaded to your Bluebird.

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

You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer 5 on your desktop computer, click **View, Toolbars**, and then **Customize**.

### To save Bluebird memory

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

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

## Channels

Channels are Web sites designed specifically for offline viewing on your Bluebird. You can subscribe to two types of channels at no fee: AvantGo Channels and mobile channels.

### Using AvantGo Channels

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. Unlike mobile channels, you can subscribe to AvantGo channels directly from your Bluebird. Then, you synchronize your device and desktop computer or connect to the Internet to download the content. For more information, visit <http://avantgo.com/help>.

#### To sign up for AvantGo:

1. In ActiveSync options on the desktop computer, turn on synchronization for the AvantGo information type.
2. In Pocket Internet Explorer on your device, tap the **Favorites** button to display your list of favorites.
3. Tap the AvantGo Channels link.

4. Tap the **Activate** button.
5. Follow the directions on the screen. You will need to synchronize your Bluebird with your desktop computer and then tap the **My Channels** button to complete the AvantGo setup.

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

## Using Mobile Channels

Mobile channels are sites you subscribe to on your desktop computer. They are stored in the Channels subfolder in the Mobile Favorites folder in Internet Explorer 4.0 or later and are downloaded to your Bluebird during synchronization.

To see a list of mobile channels you can subscribe to at no fee, visit the Windows CE Mobile Channel List Web page (<http://www.microsoft.com/windowsce/channels>). Click the **Add Mobile Channel** button and select **Make available offline** to download the channel to your desktop computer. The mobile channel will be transferred to your Bluebird the next time you synchronize. For more information on synchronization, see ActiveSync Help on the desktop computer.

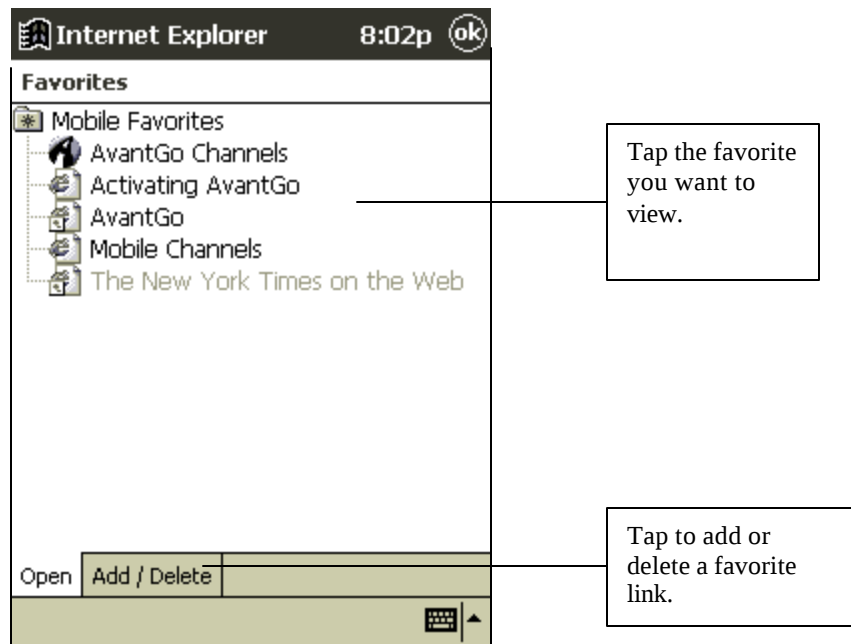
## Use Pocket Internet Explorer

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



## To view mobile favorites and channels:

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



2. Tap the mobile favorite or channel you want to view.

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

## To browse the Web:

1. Connect to the Internet or your network in either of the following ways:
  - Connect using **Connections**, as described in Chapter 7. Then switch to Pocket Internet Explorer by tapping it on the  menu.
  - Connect in Pocket Internet Explorer. To select a service or type of connection, tap **Tools** and then **Options**. Tap the **Connections** tab and select the connection type. Then, whenever you want to connect to the selected service, tap **Tools** and then **Connect**.
-  You can have Pocket Internet Explorer automatically connect to the Internet when you attempt to access a page that is not stored on your Bluebird by specifying a connection in the **Connection** tab in **Options** and selecting **Access remote content automatically**.
2. Once connected, go to a specific Web page in either of these ways:
  - Tap the **Favorites** button and then tap the favorite you want to view.

- Tap **View** and then **Address Bar**. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap **Go**. Tap the arrow to choose from previously entered addresses.
3. To end the connection, tap **Tools** and then **Disconnect**.
    - To add a favorite link while using the device, go to the Web page you want to add, tap the **Favorites** button, tap the **Add/Delete** tab, tap the **Add** button, and enter a name for the favorite link.

## Chapter 7: Getting Connected

You can use your Bluebird to exchange information with other Windows-powered devices as well as your desktop computer, a network, or the Internet. Use the infrared (IR) port on your Bluebird to send and receive files between two devices. In addition to using a cradle, cable, or IR port to connect your Bluebird to your desktop computer (as described in Chapter 3), you can connect to your desktop computer while away from the office by using a remote connection. You can also connect your Bluebird to a network or the Internet by using a remote connection. You have the following connection options:

- Connect to your Internet service provider (ISP). Once connected, you can send and receive e-mail messages by using Inbox and view Web pages by using Pocket Internet Explorer. If this is the method you want to use, see “Connect to an ISP.” The communication software for creating an ISP connection is already installed on your Bluebird. Your service provider will provide software needed to install other services, such as paging and fax services.
- Connect to the network at your company or organization. Once connected, you can send and receive e-mail messages by using Inbox, view Web pages by using Pocket Internet Explorer, and synchronize with your desktop computer. If this is the method you want to use, see “Connect to Your Network.”
- Connect to your desktop computer to synchronize remotely. Once connected, you can synchronize information such as your Pocket Outlook data. If this is the method you want to use, see ActiveSync Help on your desktop computer or Connections Help on the Bluebird.

### Transfer Items Using Infrared

Using infrared (IR), you can send and receive information, such as contacts and appointments, between two Windows-powered devices, and connect to the Internet through an infrared modem.

#### To send information:

1. Switch to the program where you created the item you want to send and locate the item in the list. If you want to send more than one item, drag the stylus across the items you want to send.
2. Align the IR ports so that they are unobstructed and within a close range.
3. Tap and hold the item, and tap **Send via Infrared** on the pop-up menu.

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

#### To receive information:

1. Align the IR ports so that they are unobstructed and within a close range.
2. Tap , **Programs**, and then **Infrared Receive**.

 You can also receive items from Tasks, Contacts, Calendar, and Notes by tapping **Tools** and then **Receive via Infrared** in list.

Notes by tapping **Tools** and then **Receive via Infrared** in list view.

## Connect to an ISP

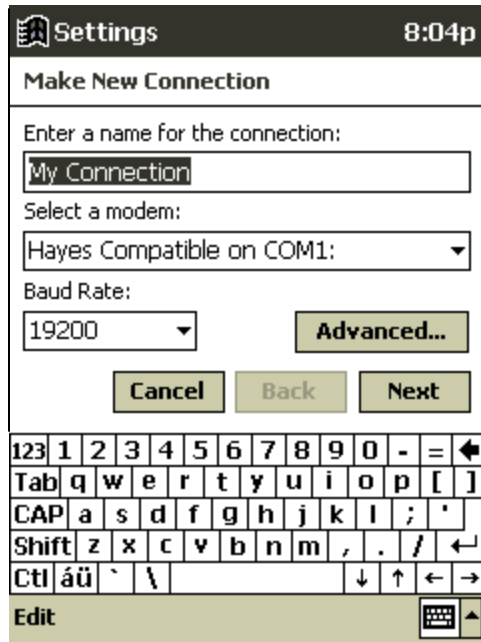
You can connect to your ISP by creating a modem connection. Once connected, you can send and receive e-mail messages and view Web pages.

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

Use the program **Easy Online** (for details see chapter 6).

Or,

1. Get the following information from your ISP: ISP dial-up access telephone number, user name, password, and TCP/IP settings. Some ISPs require information in front of the user name, such as *MSN/username*.
2. Insert a CompactFlash modem card or a PCMCIA modem card into the Bluebird Expansion Slot and connect to a telephone line.
3. Tap  and then **Settings**. On the **Connections** tab, tap **Modem**.
4. Tap **New connection**.



5. Enter a name for the connection, such as “ISP Connection.”
6. In the **Select a modem** list, select your modem type. If you are using an infrared modem, select **Generic IRDA modem**. If you are using an external modem that is connected to your Bluebird with a cable, select **Hayes Compatible on COM1**.

7. You should not need to change any settings in **Advanced**. Most ISPs now use a server-assigned address. If the ISP you are connecting to does not use a server-assigned address, tap **Advanced** and then the **TCP/IP** tab and enter the address. When finished, tap **OK** and then **Next**.
8. Enter the access phone number, and tap **Next**.
9. Select other desired options, and tap **Finish**.
10. On the **Dialing** tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

Once you have created the connection, it appears in , **Programs**, **Connections**. To start the connection, remove your Bluebird from the cradle, tap the connection icon, enter your user name and password, and tap **Connect**. Once connected, you can:

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

 You can quickly return to Modem Settings to change connection settings by tapping the Modem link at the bottom of the Connections folder. To return to the Connections folder, tap the Connections link.

## Connect to Your Network

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

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

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

1. Get the following information from your network administrator: dial-up access telephone number, user name, password, domain name, and TCP/IP settings.
2. If your Bluebird does not have a built-in modem, install a modem card a NULL modem cable and appropriate adapters to connect an external modem to your Bluebird through the serial port.
3. Tap  and then **Settings**. On the **Connections** tab, tap **Modem**.
4. Tap **New connection**.
5. Enter a name for the connection, such as “Company Connection.”

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

Once you have created the connection, it appears in , **Programs, Connections**. To start the connection, remove your Bluebird from the cradle, tap the connection icon, enter your user name, domain, and password, and tap **Connect**. Once connected, you can:

- Send and receive e-mail messages by using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see “Connect Directly to an E-mail Server,” later in this chapter.
- Visit Internet or intranet Web pages by using Pocket Internet Explorer. You may need to set up a proxy server to visit Internet Web pages. For more information on setting up a proxy server, see Pocket Internet Explorer Help on the Bluebird.
- Synchronize. For more information, see ActiveSync Help on the desktop computer.



### **Precautions for Products with Modems, Telecommunications, or Local Area Network Options**

Be sure to observe the following precautions when operating telecommunications and network equipment. Failure to observe these precautions could result in fire, bodily injury, and damage to the equipment.

- Do not connect or use a modem or telephone (other than a cordless type) during a lightning storm. There may be a remote risk of electric shock from lightning.
- Never connect or use a modem or telephone in a wet location.
- Do not plug a modem or telephone cable into the Network Interface Card (NIC) receptacle.
- Disconnect the modem cable before opening a product enclosure, touching or installing internal components, or touching an uninsulated modem cable or jack.
- Do not use a telephone line to report a gas leak while you are in the vicinity of the leak.

## To create an Ethernet connection to a network:

You do not need to create a new connection on your device. Instead, you must purchase and configure an Ethernet card that is compatible with your Bluebird.

1. Get the following information from your network administrator: user name, password, and domain name.
2. Insert the Ethernet card into your Bluebird. For instructions on inserting and using the Ethernet card, see the owner's manual for the card.
3. The first time you insert the card, **Network Settings** will appear automatically so that you can configure the Ethernet card. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so. Tap **OK**. (If it does not appear or to change settings later, tap  and then **Settings**. On the **Connections** tab, tap **Network** and then the adapter you want to change.)
4. Connect the Ethernet card to the network by using a network cable. For information, see your owner's manual.
5. If you want to synchronize your device, tap , and then **Programs**. Tap the **Connections** folder, and then **ActiveSync**. Select **Network Connection** as the connection method and then tap **Connect**. Remote synchronization with a desktop computer will work only if you have set up a partnership with that computer through ActiveSync and have set ActiveSync to allow remote connections. Other restrictions apply. For more information on synchronizing remotely, see ActiveSync Help on the desktop computer.
6. If you want to access your e-mail server or the intranet, tap  and then **Settings**. On the **Connections** tab, tap **Network** and then the **Identification** tab. Enter your user information. If you need assistance, see your network administrator.

Once connected, you can do the same activities as listed in the preceding section.

## End a Connection

If you started the connection from a program, such as Inbox or Pocket Internet Explorer, disconnect from that program first. Then, tap  and then **Today**. Tap  or  at the bottom of the screen and then **Disconnect**. To end a network connection, remove the card from your Bluebird.

## Connect Directly to an E-mail Server

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

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

Inbox does not currently support connecting with proprietary e-mail protocols, such as AOL and MSN™. However, you can still access the Internet through these services. There may be third-party programs available that would enable you to send and

receive e-mail messages through proprietary protocols.

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

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

1. In Inbox on your Bluebird, tap **Services**, and then **New Service**.
2. Select POP3 or IMAP4 as the service type, name the service, and tap **Next**. For information on which service type to select, ask your ISP or network administrator.
3. If you have created a connection you want to use, select it from the **Connection** list. If you have not, select **Create new connection** and follow the steps in the wizard. When you return to this screen at the end of the wizard, select the connection you created from the **Connection** list.

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

### Get Help on Connecting

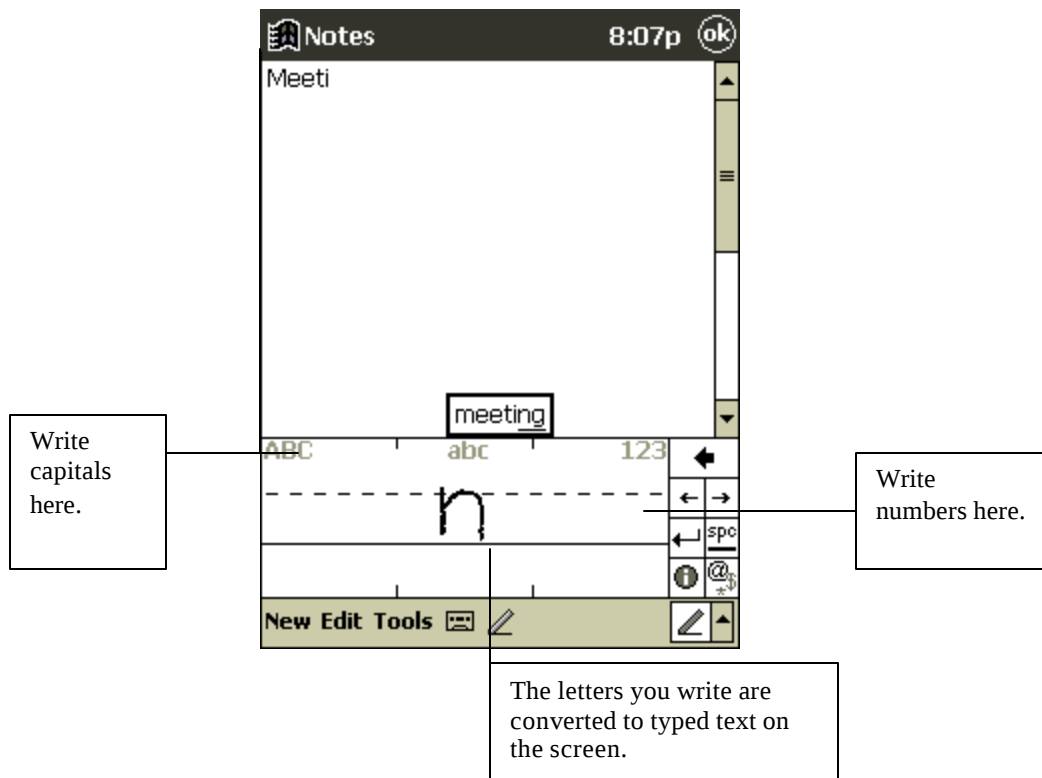
More information on the procedures described here, as well as information on additional procedures, can be found in the following locations:

- “Inbox: Sending and Receiving E-mail Messages” in Chapter 4.
- Online Help on the device. Tap  and then **Help**. Tap **View, All Installed Help**, and then **Inbox** or **Connections**.
- ActiveSync Help on the desktop computer. In ActiveSync, click **Microsoft ActiveSync Help** on the **Help** menu.
- Appendix B: Troubleshooting.

## **Appendix A: Character Recognizer**

Using Character Recognizer, you can write Chinese or English characters directly on your Bluebird screen with your stylus, just as you would on a piece of paper. The characters you write are translated into typed text. Use Character Recognizer anywhere you want to enter text, for example, to write a note or to fill in fields in a dialog box.

The Character Recognizer input panel is divided into two writing areas. When you write in either of these areas, both Chinese and English interpretations of the character you are writing will appear in the top-left box. The two boxes allow you to write another character while you are waiting for Character Recognizer to interpret the first.



## Appendix B: Troubleshooting

### Reset the Bluebird and clear memory

#### To reset the Bluebird:

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

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

#### To clear memory:

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

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

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

-or-

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

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

### Batteries lose power

When batteries are low, you will see a battery icon in the status bar of the **Today** screen. Replace or recharge low batteries as soon as possible. When main batteries are discharged, your data will be preserved by the backup battery. If the backup battery is discharged, you run the risk of losing the data on your Bluebird.

You want your Bluebird battery charge to last as long as possible, especially when you're on the road. Under normal conditions, you can get many hours of use from a single set of batteries or from a full charge. Here are a few tips to help you get the most from them.

#### Use external power whenever possible

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

- Establishing a remote connection (some modems use a lot of power).

- Using the backlight feature of your Bluebird display.
- Connecting to a desktop computer.
- Letting the notification light flash for extended periods.

### Shorten auto-suspend time

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

### Turn off sounds you don't need

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

### Turn off notification light

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

### If you forget your password

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

### If you run out of Bluebird memory

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

### Storage memory

- Move data to a storage card.
- Tap , **Programs**, and then **File Explorer**. Tap and hold the file you want to move, and tap **Cut**. Browse to the My Documents folder in the storage card folder, tap **Edit**, and then tap **Paste**. Files stored in folders other than My Documents or stored in subfolders within subfolders in My Documents may not show up in the list view of some programs. When using Notes, Pocket Word, or Pocket Excel, you can also move files by opening the item and tapping **Tools** or **Edit** and then **Rename/Move**.

- Move e-mail attachments. In Inbox, tap **Tools** and then **Options**. On the **Storage** tab, select **Store attachments on storage card**. All attachments are moved to the storage card, and new attachments are automatically stored on the storage card.
- Set programs such as Notes, Pocket Word, and Pocket Excel to automatically save new items on the storage card. In the program, tap **Tools** and then **Options**.
- If you are copying files from your desktop computer or another device to your Bluebird, try adjusting the slider in the **Memory** setting. Tap  and then **Settings**. On the **System** tab, tap **Memory** and check whether the slider can be adjusted manually before copying files.
- Delete unnecessary files. Tap , **Programs**, and then **File Explorer**. Tap and hold the file, and then tap **Delete** on the pop-up menu. To find your largest files, tap  and then **Find**. In the **Type** list, tap **Larger than 64 KB**, and then tap **Go**.
- In Internet Explorer options, delete all files and clear history. In Internet Explorer, tap **Tools** and then **Options**. Tap **Delete Files** and **Clear History**.
- Remove programs you no longer use. Tap  and then **Settings**. On the **System** tab, tap **Remove Programs**. Tap the program you want to remove and then **Remove**.
- Clear program memory as described in the following section. This will free some program memory so that it can be allocated to storage memory.

## Program memory

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

## Screen freezes or responds slowly

Reset your Bluebird. See “Reset your Bluebird and clear memory,” earlier in this appendix.

## Screen is blank

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

- Make sure your battery cover is locked and all expansion slots are secured.
- Plug the device into AC power.
- Change or recharge the main batteries and backup battery.
- Adjust the display contrast. On some Bluebirds, the screen can darken or lighten to the point that it appears to be powered off. .
- Reset the device. See “Reset the device and clear memory,” earlier in this appendix.

### Screen is dark

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

### Screen is hard to read

Bluebird screens without backlighting can be hard to read under reduced light. Position a lamp so that the light shines directly on the screen.

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

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

### Inaccurate response to stylus taps

Adjust the touch screen to respond more accurately to screen taps. Tap  and then **Settings**. On the **System** tab, tap **Align Screen**. .

### Slow or no response

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

### Infrared (IR) connection problems

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

- Transfer only one file or no more than 25 contact cards at a time.
- Line up the IR ports so that they are unobstructed and within a close range
- Make sure nothing is between the two IR ports.
- Adjust the room lighting. Some types of light interfere with IR connections. Try moving to a different location or turning off some lights.

## Modem connection problems

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

### Can't dial out

- Remove your Bluebird from the cradle. You cannot connect using a modem if your Bluebird has an active connection with the desktop computer.
- Verify that the modem is firmly seated and connected to your Bluebird and the telephone jack.
- Make sure the telephone line is analog. (Analog telephone lines transmit data in analog instead of digital form. Your home telephone line is most likely analog, while office telephone lines are often digital.)
- If you create a modem connection for an external modem, select **Hayes Compatible on COM1** as your modem. If you are using a modem card, select the modem card as your modem.
- To use an external modem, you need to use a NULL modem cable and appropriate adapters to connect the external modem to your Bluebird.
- Make sure the modem is waiting for a dial tone. Tap  and then **Settings**. On the **Connections** tab, tap **Modem**. Tap your connection and tap **Next** twice. Make sure **Wait for dial tone before dialing** is selected.
- For international calls, allow more time for the call to go through. Tap  and then **Settings**. On the **Connections** tab, tap **Modem**. Tap your connection and tap **Next** twice. Clear **Cancel the call if not connected within** or increase the number of seconds allowed. For information on dialing patterns, see Connections Help on the Bluebird.

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

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

### Connection is unreliable

- Make sure the modem is firmly seated and connected to your Bluebird and the telephone jack.

- Disable call waiting. Tap  and then **Settings**. On the **Connections** tab, tap **Mode m**. On the **Dialing** tab, select **Disable call waiting**. Then enter the disable code specified by your telephone company.

## Network connection problems

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

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

## Cable and cradle connection problems

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

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

- Plug the other end of the cable securely into the correct port on your Bluebird. If you are using a cradle, push your Bluebird securely into the cradle.

## Appendix C: Regulatory Notices

### Regulatory Agency Identification Numbers

For regulatory identification purposes your product is assigned a xxmodel number. The xxi Model number for this product is xxx. This model number should not be confused with the marketing name (xxx).

The following accessories have been evaluated for use with your device. These xx-approved accessories can be identified by their assigned series numbers listed below. To ensure continued reliable and safe operation of your Pocket PC, use only the accessories listed below with your MT750.

| Accessories                 | Model Number |
|-----------------------------|--------------|
| Pocket PC                   | MT750*       |
| Cradle                      | Xxx          |
| Rechargeable Li-Ion battery | xxx          |

\* Intended for use with Listed Class 2, rated 5 Vdc, minimum 2A power supply unit.

## European Union Notice

Products with CE marking comply with both the EMC Directive (89/336/EEC) and the Low Voltage Directive (73/23/EEC) issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European Norms (in brackets are the equivalent international standards):

- EN55022 (CISPR 22) - Electromagnetic Interference
- EN55024 - Electromagnetic Immunity
- EN 60950 (IEC 60950) – Safety of Information Technology Equipment

## Battery Warning



**WARNING:** Your computer contains a lithium-ion battery pack. There is a risk of fire and burns if the battery pack is handled improperly. Do not disassemble, crush, puncture, short external contacts, or dispose of in fire or water. Do not attempt to open or service the battery pack. Replace only with the battery pack designated for this product. Dispose of batteries properly.



**WARNING:** Your computer contains a coin-cell lithium battery. There is a danger of explosion and risk of personal injury if the battery is incorrectly replaced or mistreated. Do not attempt to recharge the battery, disassemble it, or immerse it in water or dispose of in fire. Replace only with the battery designated for this product. Dispose of batteries properly.



**WARNING:** To prevent fire or shock hazard, do not expose the unit to rain or moisture.

**Dangerously high voltages are present inside the unit. Do not open the cabinet. Refer servicing to qualified personnel only.**

## **FCC Notice**

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference won't occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by switching the equipment on or off, the user is encouraged to try and correct the interference by one or more of the following measures:

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

You are cautioned that any changes or modifications not expressly approved in this manual could void your authority to operate this equipment.

## **Canadian RFI Statement**

This class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

## **Battery Disposal**

Because of the type of batteries used in your Pocket PC, follow local regulations regarding the safe disposal of batteries. Your vendor can advise you on local

regulations, and/or the existence of any battery disposal programs in operation. Batteries/battery packs and accumulators should not be disposed of together with the general household waste. In order to forward them to recycling or proper disposal, please use the public collection system or return them to your vendor or its agents.



### **Precautions for Products with Modems, Telecommunications, or Local Area Network Options**

Be sure to observe the following precautions when operating telecommunications and network equipment. Failure to observe these precautions could result in fire, bodily injury, and damage to the equipment.

- Do not connect or use a modem or telephone (other than a cordless type) during a lightning storm. There may be a remote risk of electric shock from lightning.
- Never connect or use a modem or telephone in a wet location.
- Do not plug a modem or telephone cable into the Network Interface Card (NIC) receptacle.
- Disconnect the modem cable before opening a product enclosure, touching or installing internal components, or touching an uninsulated modem cable or jack.
- Do not use a telephone line to report a gas leak while you are in the vicinity of the leak.

## **Appendix D: Hardware Specifications**

| <b><u>Feature</u></b> | <b><u>Bluebird</u></b>                                                                                                                   |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Processor             | Intel SA-1110 CPU                                                                                                                        |
| Memory                | SDRAM 32MB, option 16 or 32 MB; Flash or Max ROM: 16 MB, 24 or 32 MB; ROM 16MB                                                           |
| LCD module            | 3.8" 240x320 graphic in 0.24mm pitch QVGA; B/W 16 gray STN Semi-Transmission                                                             |
| Buttons               | Four programmable buttons; power and East Online button; jog wheel for scroll up, down, action; record and Desktop button; reset button. |
| Stylus                | 95mm, maximum diameter 5mm                                                                                                               |
| Notification          | One PDA LED for event alarm and recharge.                                                                                                |
| Audio                 | Built-in Microphone, speaker and buzzer; one earphone/mike jack with stereo sound; MP3 stereo                                            |
| Interface             | Compactflash slot Type 1; feature connector (serial, cradle, USB slave); infrared IrDA SIR x1; DC jack; RF connector.                    |
| Power                 | Up to 15 hours battery life; rechargeable 3.8 prismatic type battery; CR 2032 cell coin backup                                           |

|                |                                                                                                                               |
|----------------|-------------------------------------------------------------------------------------------------------------------------------|
|                | battery: CR2032; AC adapter ( input 100-240Vac, 0.3A, Output 5Vdc/2A); built-in charger.                                      |
| Accessories    | AC adapter; RS232 synching cable; ear plug; service kit; protective carry case; cradle: DC jack, serial port, USB slave.      |
| Docking cradle | Dimension: 100(W) x 37.9(H) x 110(Thickness); table sitting format; non foldable; DC jack; serial cradle as default; one LED. |

## Appendix E: CF Cards

The following CF cards are compatible with your Bluebird:

### CF Memory Card

| Product name              | Manufacture | Comment |
|---------------------------|-------------|---------|
| CompactFlash 4MB(KCF004)  | KingMax     |         |
| CompactFlash 8MB(KCF008)  | KingMax     |         |
| CompactFlash 16MB(KCF016) | KingMax     |         |
| CompactFlash 32MB(KCF032) | KingMax     |         |
| 32MB Compact Flash card   | SanDisk     |         |
| 64MB Compact Flash card   | SanDisk     |         |
| CompactFlash 64MB         | Pretec      |         |

### CF Modem Card

| Product name                              | Manufacture | Comment |
|-------------------------------------------|-------------|---------|
| Compact Flash Modem (56k,3.3V,Pretec OEM) | Pretec      |         |
| Billionton 56K fax/Modem                  | Billionton  |         |

### CF LAN Card

| Product name                | Manufacture           | Comment |
|-----------------------------|-----------------------|---------|
| Lower Power Ethernet (LP-E) | Socket Communications |         |

**CF Serial I/O Card**

| Product name                  | Manufacture           | Comment |
|-------------------------------|-----------------------|---------|
| Serial I/O Compact Flash Card | Socket Communications |         |

