Windows phone

OPTICON

H-19 Series Manual

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Warranty

Unless otherwise agreed in a written contract, all Opticon products are warranted against defects in materials and workmanship for two years after purchase. Opticon will repair or, at its option, replace products that are defective in materials or workmanship with proper use during the warranty period. Opticon is not liable for damages caused by modifications made by a customer. In such cases, standard repair charges will apply. If a product is returned under warranty and no defect is found, standard repair charges will apply. Opticon assumes no liability for any direct, indirect, consequential or incidental damages arising out of use or inability to use both the hardware and software, even if Opticon has been informed about the possibility of such damages.

Packaging

The packing materials are recyclable. We recommend that you save all packing material to use if you need to transport your scanner or send it for service. Damage caused by improper packaging during shipment is not covered by the warranty.

IMPORTANT SAFETY INFORMATION

Please read the following information carefully before you start using this Opticon device to avoid any damages caused by improper usage:

- The device is not charged when you take it out of the box. The battery should be charged for at least 8 hours before first use. Do not remove the battery while charging.
- Do not use batteries which have not been specified by the manufacturer and qualified with the system per the standard of IEEE-Std-1725-2006, as this may present a risk of fire, explosion, leakage or other hazard.
- Do not charge the battery with an unspecified AC Adapter, as this may cause damage to both the device and the battery.
- When discarding the batteries, dispose of them in a proper manner, according to the battery manufacturer's instructions and your local laws.
- Power off the device and remove the battery before inserting a SIM card. Make sure the SIM card snaps correctly into the SIM socket.
- Do not open the device housing or tamper with the device, as it will void your warranty.
- Do not apply excessive force on this product, as it may cause damage to the screen or the internal component.
- Do not use the device at gas or refueling stations, chemical plants, and places containing explosives or flammable materials. Observe local guidelines.
- Use only manufacturer specified stylus. Do not scratch the screen with sharp objects.
- Do not clean the screen with chemical detergents. Only use cloths specifically designed for cleaning liquid displays or a soft cloth moisturized with water drops, to wipe the device screen.
- Do not expose the device to direct sunlight or leave the device in a humid environment for extended periods of time as this may cause damage to the device and battery.
- Do not immerse the device in water.
- The device may interfere with the navigation and/or communication systems on aircraft. The use of the device on an aircraft is prohibited by laws in most countries. Observe local guidelines.
- This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics. Observe local guidelines.

- Use hands-free devices if you need to use the telephony services while driving a vehicle. Observe local guidelines.
- Do not disassemble or open crunch, bend or deform, puncture or shred the battery.
- Do not modify or remanufacture, attempt to insert foreign objects into the battery, immerse or expose to water or other liquids, expose to fire, explosion or other hazard.
- Only use the battery for the system for which it is specified.
- Only use the battery with a charging system that has been qualified with the system per the IEEE-Std-1725-200x standard. Use of an unqualified battery or charger may present a risk of fire, explosion, leakage, or other hazard.
- Do not short circuit the battery or allow metallic conductive objects to contact battery terminals.
- Replace the battery only with another battery that has been qualified with the system per this standard, IEEE-Std-1725-200x. Use of an unqualified battery may present a risk of fire, explosion, leakage or other hazard.
- Promptly dispose of used batteries in accordance with local regulations.
- Battery usage by children should be supervised.
- Avoid dropping the phone or battery. If the phone or battery is dropped, especially on a hard surface, and the user suspects damage, take it to a service center for inspection.
- Improper battery use may result in a fire, explosion or other hazard.
- This product shall only be connected to other products that bear the USB-IF logo or have completed the USB-IF compliance program.

Safety of Laser Products

International Standards Laser Class 2

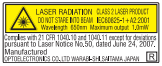
Precautions about the Laser Device

This product using laser complies with JIS C6802: 2005 Class 2, IEC60825-1+A2: 2001 Class 2 and 21CFR 1040.10 and 1040.11 except for deviations pursuant to Laser Notice No.50, dated June 24, 2007.

Class 2 Laser devices are not considered to be hazardous when used for their intended purpose.

Use of controls, adjustment of procedures other than those specified herein may result in hazardous laser light exposure.

The user should not view directly into the light beam with optical instruments, it may pose an eye hazard.



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Chapter 1.

Knowing Your Device

1.1 Introduction
1.2 Accessories
1.3 Installing SIM Card and Battery
1.4 Battery Information
1.5 Mini-SD Cards

1.1 Introduction

Views of the Device

1	**Stylus**	Write, draw, or make selections on the touch screen.
2	**Scan key (left)**	Press the key to scan and decode bar code/2D code.
3	**Record key**	Press and hold this key to record a voice note.
4	**Volume up**	Press the Volume up button to turn up the PDA receiver volume.
5	**Volume down**	Press the Volume down button to turn down the PDA receiver volume.
6	**Reset button***	Press the Reset button with stylus to soft-reset your device.
7	**Scanner**	Point the reading window of the scanner in the direction of bar code/ 2D code.
8	**Wi-Fi/Bluetooth LED**	Indicates Wi-Fi/ Bluetooth Status.
9	**Telephone receiver**	Listen to a phone call here.
10	**GSM/Battery LED**	Indicates GSM/Battery LED.
11	**Power button**	Power on or off the device.
12	**Display**	2.8-inch TFT LCD with touch screen.
13	**Soft key (left)**	Performs the command shown in the label above the button.
14	**Soft key (right)**	Performs the command shown in the label above the button.
15	**Fn key**	Helps you to perform special functions by using the keypad. For more information on how to use the Fn key, refer to "ch2.2 Input Methods".
16	**Backspace**	Press this key to erase the letter on the left side of the cursor.
17	**Talk key**	Press this key to dial or answer a call.

18	**End key**	End a call or close Phone application.
19	**5-way navigation key**	Press the multi directional control up, down, left, or right to move through menus; carry out the selection by pressing the center button.
20	**Numeric keypad**	Enter numbers or letters by the numeric keypad.
21	**Connect pins**	Connect the connect pins of the device and the cradle (if any) for recharging the battery.
22	**Microphone**	Speak into the microphone when talking on the device or recording a voice note.
23	**Eyelet for wrist strap (1)**	Fix a wrist strap here.
24	**Scan key (right)**	Press the key to scan and decode bar code/ 2D code.
25	**Eyelet for wrist strap (2)**	Fix a wrist strap here.
26	**Mini-SD card slot**	Insert a mini-SD card to expand device memory.
27	**Mini USB connector**	Mini USB connector for PC sync and battery charging.
28	**Earphone Jack**	Connect a 2.5 mm Earphone.
29	**Speaker**	Listen to audio media or listen to a phone call hands-free.
30	**Screw hole**	Fasten the provided strap set here with screws.
31	**Cover latch**	Slide both of the cover latches to remove the battery cover.
32	**Battery cover**	Uncover it to place battery and SIM card.

*If you press the Reset button when your device is in use, the unsaved data and settings may be lost.

Clean boot Your Device

You can execute a system cold boot to format both user store and DiskOnChip on your device. To prompt the instruction for cold boot, press the Reset button, and then press and hold the Power button immediately until the cold boot screen appears. You can then choose one of the following steps:

- Pressing the left key of the 5-way navigation key to format user store.
- Pressing the right key of the 5-way navigation key to format DiskOnChip.
- Press the up key of the 5-way navigation key to format both user store and DiskOnChip.
- Press any other key to exit.

The Stylus

- Use the stylus to tap a selection, to drag-and-drop an item, to write, or to draw on the touch screen.
- Tap and hold the stylus on the screen, the icon is displayed and then a pop-up submenu is displayed.

Notification LEDs

The device has 2 notification LEDs: the left is Wi-Fi/Bluetooth LED and the right is GSM/Battery LED.

Bluetooth/Wi-Fi LED tells you about the device's Bluetooth/Wi-Fi status:

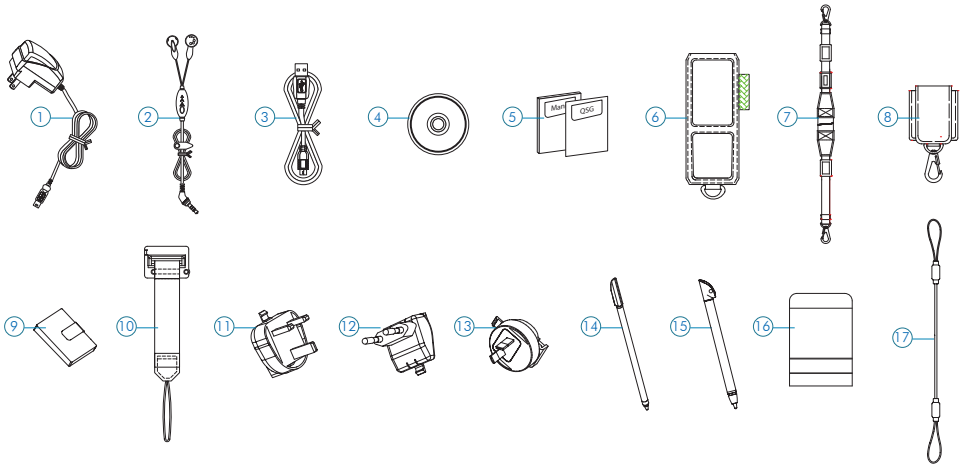
Color	Bluetooth on	Wi-Fi on
Green	Off	Blink
Blue	Blink	Off

Green and blue blink alternately while both Bluetooth and Wi-Fi are on.

GSM/Battery LED lets you know that you have unanswered calls or tells you about the device's GSM/battery status:

Color	Missed Call/ Low Power	GSM on (battery full)	GSM on (battery low)	Charging
Red	Blink	Off	Blink	Off
Orange	Off	Off	Off	Constantly on
Green	Off	Blink	Off	Off

1.2 Accessories



1	AC adapter	Recharge the device battery.
2	Stereo headset	Listen to a phone conversation hands-free.
3	USB cable	Connect the device to a PC.
4	Getting started CD	Windows Mobile™ Getting Started Disc.
5	User manual/Quick guide	Provide instructions of device functions.
6	Pouch	Protect the device.
7	Neck strap	Fasten the neck strap with the pouch's metal clasp to make your device easier to carry.
8	Belt clip	Fasten the belt clip with your belt and the pouch's metal clasp to make your device easier to carry.
9	Battery	Rechargeable Li-ion polymer battery.
10	Strap set	Attach the thin cord of the strap set to the eyelet on the bottom of your device, and then fasten the metal plate to the back of your device*.
11	UK plug	Fit the AC adapter for use in United Kingdom.
12	EU plug	Fit the AC adapter for use in Europe.
13	AU plug	Fit the AC adapter for use in Australia.
14	Stylus	Write, draw, or make selections on the touch screen.
15	Additional stylus	A big size stylus which makes you easier to write on the touch screen with it.
16	Stylus holder	Wrap this stylus holder around the strap set in order to fasten it, and then place the additional stylus in the hole of the stylus holder.
17	Stylus string	In case the additional stylus looses from the stylus holder, attach this stylus string to the eyelet of additional stylus and the eyelet (2) ** of your device.

* To fasten the metal plate, affix it to the back of your device, and secure it in place by driving the two provided screws into the screw holes on the back of your device.

** Please see chapter 1.1 for the position of eyelet (2).

1.3 Installing SIM Card and Battery

Removing the Battery Cover and Installing the SIM Card

If you want to use phone features, you must install a valid SIM card.

1. Press the battery cover downward and slide one of the cover latches down at the same time.
2. Repeat the same steps to unlock another cover latch.
3. Lift the battery cover as the diagram shown below.

Please do not remove the battery cover when your device is in use; otherwise, the device power will be shut off automatically and unsaved data may be lost.

4. Pull the plastic ribbon to remove the battery.

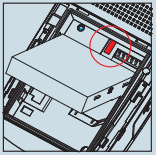
5. Place the SIM card in the SIM card slot with the gold contacts facing down. The SIM card's cut-off corner should match the cut-off corner in the SIM card slot.

Installing the Battery and the Battery Cover

1. Press the battery down forcefully into the battery slot.

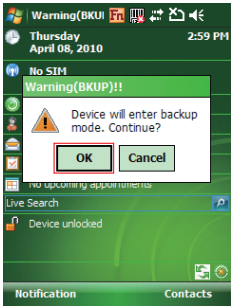
2. Angle the battery cover as shown in the diagram and close the battery cover.
3. Press the battery cover downward and slide one of the cover latches up at the same time.
4. Repeat the same steps to lock another latch.

Please avoid placing the battery as the direction shown in the figure. This may damage the battery switch (the part circled in red) in the battery slot.



Replacing the Battery to Keep Your Unsaved Data:

When the main battery is low, you can quickly replace the battery by doing the following:



1. Before replacing the main battery, hold the **Fn** key and press **Power** button at the same time for **3 seconds**.
2. A message box pops up on the screen, asking for confirmation to turn the device into backup mode. Select "**OK**". (If select "Cancel", the device will go back to normal.)
3. A few seconds later, the screen backlight goes off. After the screen is dim, it is safe to replace the battery.
4. After closing and locking the battery cover, short-press the **Power** button to recover your device system to the previous state.

1.Please re-install the battery within 5 minutes or unsaved data may be lost.

2.Please do not close the battery cover while the main battery is not installed as this may cause loss of data.

3.All wireless communications will be turned off in backup mode.

4.It is recommended to follow normal power-off procedure to remove the battery, see "Chapter 2.1 Powering On/Off the Device"

5. Please do not connect your device to a PC with a USB cable or charge the battery while your device is in backup mode as this may cause loss of data.

6. An alarm set in your device will be turned off when the device is in backup mode.

1.4 Battery Information

Battery performance depends on many factors, including your wireless service provider's network configuration, signal strength, the temperature of the environment in which you operate your device, the features and/or settings you select and use, items attached to your device's connecting ports, and your voice, data, and other program usage patterns.

Battery life estimates (approximations):

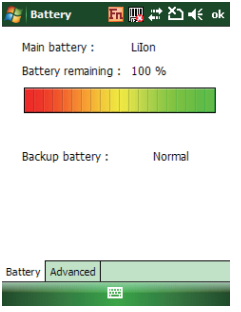
- Talk time: 4 hours
- Standby time: 150 hours

Reducing Risk of Fire or Burns

- Do not attempt to open, disassemble, or service the battery pack.
- Do not crush, puncture, short external contacts, or dispose of in fire or water.
- Do not expose to temperatures above 60°C (140°F).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery as stipulated by local regulations.

Checking the Battery Power

- Tap > **Settings** > **System** tab > **Power**. You can check the battery power of both the main battery and the backup battery.



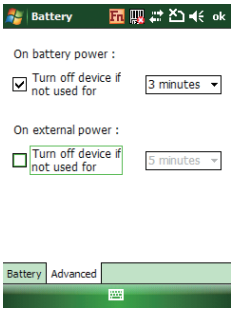
NOTE

The backup battery powers a real-time clock (RTC) which keeps track of the time even when your device is turned off. When the backup battery power is normal or full, it can keep accurate real time for five minutes even if the main battery is removed and for up to 168 hours while the main battery is low.

The device contains a rechargeable Li-ion polymer battery completely discharged and should be charged for at least 8 hours before first use. Use only manufacturer-specified original batteries. Damages caused by using batteries not specified by manufacturer are not covered under warranty.

Optimizing the Power Performance

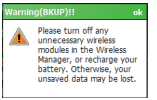
- Tap > **Settings** > **System** tab > **Power** > **Advanced**, and adjust the time for turning off the device if it is not in use.

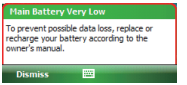


Managing a Low Battery

When the low-battery warning appears, tap **OK** or **Dismiss** to close the warning and do the following:

- Start charging or replace your battery.
- Turn off any unnecessary wireless module or turn off the device.





Charging the Battery

1. To charge the battery, place the battery into the battery slot correctly. See previous section for how to install the battery.
2. Do one of the following:
   - Connect the device with the AC adapter and plug the AC adapter into a power outlet.
   - Connect the device to a PC with the USB cable.
   - Place the device in a specific cradle for H-19 (the cradle is optional) and connect the cradle to an electrical outlet or a USB port on your PC.

NOTE

To charge the device with the USB cable, you must connect the device to a functioning USB port on a PC that is powered on.

Do not operate your device to temperatures above 40°C (72°F) while charging the battery.

Do not leave the battery in a place above 60°C (140°F).

1.5 Mini-SD Cards

Mini-SD is one of the most popular formats for mobile devices. Your device contains a mini-SD card slot in which you can expand the device's memory up to 2GB. Mini-SD provides functions such as built-in security for copyrighted content along with great performance for storing music, video, and photographs. Please note that mini HCSD (High Capacity SD) is not supported by this device.

Inserting a Mini-SD Card into the Device

Lift the mini SD card slot cover and insert the mini SD card with the logo side down and push into place until it clicks down and is held in place.

Mini-SD cards can only be inserted in one direction. Inserting the card in the wrong direction by force can cause damage to the card and the card slot.

Removing a Mini-SD Card from the Device

1. Gently press the mini-SD card inward (you may feel some resistance) and the card will eject itself.
2. Take out the mini-SD card from the card slot by hand.

Chapter 2.

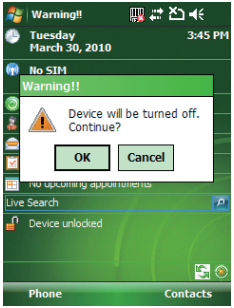
Basic Operations

2.1 Getting Started
2.2 Input Methods
2.3 Today Screen Components
2.4 The Start Menu
2.5 Using Calendar
2.6 Using Notes
2.7 Using Tasks

2.1 Getting Started

Powering On/Off the Device

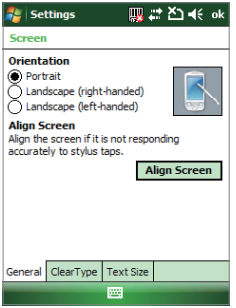
Press the POWER button to turn on the device. The POWER button is located on the top of the front side of the device. When you power on the device for the first time, you are asked to calibrate the device. Please refer to the "Calibrating your device" section in this chapter for calibration steps. Press the POWER button again to switch the device to sleep mode. You can still receive phone calls and messages when the device is operating in sleep mode. To power off the device completely, press and hold the POWER button for 3 seconds and the system will prompt you to power off the device.

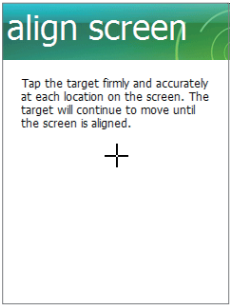


Calibrating Your Device

Calibrating the device ensures the tapped item is activated. To calibrate your device, tap the center of the cross with the stylus as the cross moves around the screen. If you would like to re-calibrate the device, follow the steps below:

1. Tap > **Settings** > **System** tab > **Screen**.
2. Tap the **Align Screen** button and follow the on-screen instructions.

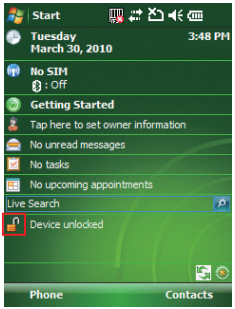


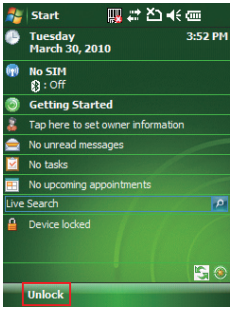


Locking/Unlocking the Device

Locking the device turns off keyboard and touch screen functionality. This is a helpful feature if, for example, the device is turned on and in your pocket, and you want to prevent accidental key presses.

- To lock the device, tap on the icon on the Today Screen. Once the device is locked, the left soft key label changes to **Unlock**.





You can still receive calls and make emergency calls when the keypad is locked.

To unlock the device, tap the **Unlock** button on the Today screen first, a screen as below will show. Press * to unlock the device, or tap the **Unlock** button on the screen.

NOTE

You can lock/unlock the device by pressing the Fn key and Record key, refer to chapter 2.2 for more information.

Setting Buttons

To change functions for specific buttons in your device:

- Tap > **Settings** > **Buttons** > **Program Buttons** tab. Select a button (Button 1, Button 2 or Button 3) and assign a new program to replace the default one.
  - Button 1: Record button.
  - Button 2: Fn + .
  - Button 3: Fn + .

To change Up/Down control and repeat rate:

- Tap > **Settings** > **Buttons** > **Up/Down Control** tab. Drag the slider on the screen to customize the way your Up/Down control repeats.

To change button locking setting:

- Tap > **Settings** > **Buttons** > **Keypad Lock** tab. Choose to lock all buttons or not when your device is in sleep mode.

Changing the Backlight Settings

1. Tap > **Settings** > **System** tab > **Backlight**.
2. You can customize the following settings:
   - Backlight settings while your device is using battery power.
   - Backlight settings while your device is using external power.
   - Brightness of backlight.

2.2 Input Methods

The device contains 7 different input modes: Keyboard, Letter Recognizer, Block Recognizer, Transcriber, Initial capital, Lowercase and Uppercase. You can enter texts and numbers by using the keypad or the touch screen.

Icon	Input Modes
	Keyboard
	Letter/Block Recognizer
	Transcriber
	Initial capital
	Lowercase
	Uppercase

Using the Touch Screen

Keyboard

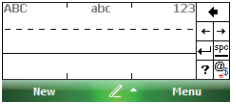
- Tap to launch the on-screen keyboard. If on-screen Keyboard is not the selected input method, tap the input method selector arrow (the upward arrow next to the input method icon) and select **Keyboard**.
- To enter text, tap the keys on the on-screen keyboard.

- Tap the CAP key on the on-screen keyboard to enter capital letters and/or symbols.

Letter Recognizer

Letter Recognizer recognizes one letter, number, or symbol at a time.

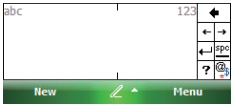
- To launch Letter Recognizer, tap the input method selector arrow (the upward arrow next to the input method icon) and select **Letter Recognizer**.
- Write uppercase letters in the left recognition area (the ABC box).
- Write lowercase letters in the middle recognition area (the abc box).
- Write numbers and symbols in the right recognition area (the 123 box).



Block Recognizer

Block Recognizer recognizes letters written in one stroke.

- To launch Block Recognizer, tap the input method selector arrow (the upward arrow next to the input method icon) and select **Block Recognizer**.
- Write lowercase letters in the text recognition area (the abc box).
- Write numbers in the numeric recognition area (the 123 box).
- To input symbols, tap any recognition area, text or numeric, once and write symbols.



NOTE

Tap ? in Letter or Block Recognizer to see a demo on how to write recognizable characters.

Transcriber

Transcriber recognizes handwritings in cursive and/or print. It uses the full screen as its recognition area. It interprets the movement of the stylus on the screen as you write.

- To launch Transcriber, tap the input method selector arrow (the upward arrow next to the input method icon) and select **Transcriber**.
- Write anywhere on the screen.

NOTE

The Transcriber comes with a detailed help. Tap ? if you need further assistance.

Using the Keypad

To enter texts by using the keypad, press a number key repeatedly until desired character appears. If the next letter you want is located on the same key, wait until the cursor appears and blinks more than twice, then enter the letter. For corresponding letters/numbers/symbols of each key, please see the table at the end of this section.

Initial capital

To capitalize the first letter of every sentence you enter by using the keypad, do the following:

- Tap the input method selector arrow (the upward arrow next to the input method icon) and select **Initial capital**. You can see the input icon is changed to Abc .

Lowercase

To enter lowercase letters constantly by using the keypad, do the following:

- Tap the input method selector arrow (the upward arrow next to the input method icon) and select **Lowercase**. You can see the input icon is changed to abc .

Uppercase

To enter uppercase letters constantly by using the keypad, do the following:

- Tap the input method selector arrow (the upward arrow next to the input method icon) and select **Uppercase**. You can see the input icon is changed to ABC .

NOTE Press *( ) to quickly switch input modes between Initial capital (Abc), Lowercase (abc) and Uppercase (ABC).

NOTE To quickly switch keypad input modes (Initial capital, Lowercase and Uppercase) and on-screen Keyboard modes ( ), press and hold * for two seconds.

Corresponding letters/numbers/symbols for each numeric key:

Numeric keys	Input mode		
	Lowercase mode abc	Initial capital mode Abc	Uppercase mode ABC
1	. , ? ! ' @ ` - _ ( ) : ; & / \ % # * 1		
2	abc2	ABC2	ABC2
3	def3	DEF3	DEF3
4	ghi4	GHI4	GHI4
5	jkl5	JKL5	JKL5
6	mno6	MNO6	MNO6
7	pqrs7	PQRS7	PQRS7
8	tuv8	TUV8	TUV8
9	wxyz9	WXZY9	WXZY9
*	Caps lock / Shift		
0	+ 0		
#	Space		

Tips of Using the Function Key

The Fn key helps you to execute certain actions quickly such as input mode switching and backlight turning on. To perform these functions by using the Fn key, press it and check if an Fn icon appears on the screen, and then press another key to execute the following actions:

- Fn + 1: switch to Numeric mode, you can enter numbers 0 to 9 and * and # constantly by using the keypad.
- Fn + 2: switch to Lowercase mode.

- Fn + 3: switch to Initial capital mode.
- Fn + 4: switch to Uppercase mode.
- Fn + Action key (the central button of the 5-way navigation key): perform Enter.
- Fn + * ( ): this is set to open Start menu by default (Programable Button 2). Refer to chapter 2.1 if you want to change it.
- Fn + # ( ): this is set to perform OK/Close by default (Programable Button 3). Refer to chapter 2.1 if you want to change it.
- Fn + Record key (on the left side of your device): lock/unlock the device. Press the Fn key and the Record key at the same time to lock your device; press the Fn key twice and then the Record key to unlock your device
- Fn + 0: enter symbols. Please refer to the next section for details.

Entering Symbols

To enter special symbols and accented letters (e.g. à, Ç, ®…etc.), do the following:

1. After pressing a character (e.g. E), press the **Fn** key and then the numeric key **0** once to show an accented type of this character (È).
2. To show another accent type, press and hold the **Fn** key and then press the numeric key **0** repeatedly until desired type is displayed (e.g. press numeric 0 three times to show Ê).

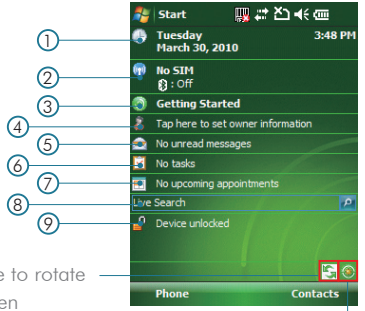
Corresponding letters/symbols for each character:

a	à á â ä å æ ã ą ă	i	ì í î ï ĩ ij
A	À Á Â Ä Å Æ Ã Ą Ă	I	Ì Í Î Ï Ĩ IJ
c	ç ć ĉ ©	l	ł
C	Ç Ć Ĉ ©	L	Ł
d	ð	n	ñ
D	Ð	N	Ñ
e	è é ê ë ę	o	ò ó ô õ ö ő ø œ
E	È É Ê Ë Ę	O	Ò Ó Ô Õ Ö Ő Ø Œ
p	þ ¶	y	ý
P	Þ ¶	Y	Ý
r	®	z	ź ż
R	®	Z	Ź Ż
s	ß ş š	0	°
S	ß Ş Š	1	¹
t	ţ	2	² ½
T	Ţ	3	³
u	ù ú û ü ű ũ µ	4	¼ ¾
U	Ù Ú Û Ü Ű Ũ µ	8	⅛ ⅜ ⅝ ⅞

2.3 Today Screen Components

Today Screen

The Today Screen is usually the first screen that appears when you turn on the device for the first time each day. It displays a summary of information for the day, shows you the system status and contains a list of shortcuts to programs. The Today screen looks like this:



Tap here to rotate the screen

Tap here to trigger the Wireless Manager

1	Date and time
2	Wireless status (GSM, Wi-Fi, and Bluetooth)
3	Quick reminders about how to do basic tasks
4	Owner information
5	Unread messages including text messages, MMS messages, and e-mails
6	Active tasks
7	Upcoming appointments
8	Live Search
9	Device lock status

NOTE

You can also access the Today screen by selecting **Today** from the Start menu.

NOTE

To change the items showed in the Today screen, tap > **Settings** > **Today** > **Items** tab.

Icon Indicators

Status indicators appear at the top of the screen and on the Today screen. The following table lists common status indicators and their meanings.

	New e-mail		PC Connection is active
	New voice mail or text message (SMS)		Connection is not active
	New notifications		Synchronization in progress
	New instant message		Ringer on
	Voice call		Ringer off
	Voice call in progress		Roaming
	Data call in progress		No Voice mail
	Calls are forwarded		Voice mail Lines 1
	Call on hold		Call Forwarding Lines 1
	Missed call		Alarm
	Battery level 1		GPRS available
	Battery level 2		GRPS in use
	Low battery		No SIM card installed
	Extremely low battery		EDGE available
	Backup battery low		EDGE in use
	Battery charging		Wi-Fi connection in progress
	Signal strength		Ringer in vibration mode
	Bluetooth bonding in progress		Function key on
	No signal		Synchronization error
	Flight mode		Barcode reader off
	No service		Barcode reader on

2.4 The Start Menu

The Start menu is divided into 3 groups as described in the following:

1	Commonly used items
2	Recently accessed applications
3	List of all programs, device settings, and system help

List of All Programs

The following table lists icons of the programs that are already installed on your device.

	Games	Windows Mobile comes with 2 games: Bubble Breaker and Solitaire.
	ActiveSync	Synchronizes information between your device and a PC. See "Chapter 4. Synchronizing Information" for details.
	Backup Manager	Lets you backup and recover your data. See "10.1 Backing up/Recovering" for details.
	Blacklist	Lets you set up a list of phone numbers to block.
	Calculator	Performs basic arithmetic and calculations such as addition, subtraction, multiplication, and division.
	File Explorer	Lets you organize and manage the files on your device.

	FormatDisk	Lets you format an inserted mini-SD card and DiskOnChip in your device
	Getting Started	Brief introductions and shortcuts of commonly used items.
	Internet Sharing	Lets you use your device as an external modem for a PC, connecting through an USB port and Bluetooth.
	Live Search	Access Windows Live Search.
	Messenger	Lets you send and receive instant messages with your Windows Live Messenger contacts.
	Notes	See "2.6 Notes" for details.
	Phone Profile	Lets you set different profiles for the device in different situations. See "10.6 Phone Profile" for details.
	Pictures & Video	Collects, organizes, and sorts picture and video files in the My Pictures folder on your device or on a storage card.
	Remote Desktop Mobile	Create a connection between the device and a Windows Terminal Server.
	Search	Searches the data stored in your device.
	SIM Manager	Lets you manager your SIM card. See "3.4 SIM Manager" for details.
	Sim Toolkit	A software toolkit that comes with the SIM card. The application name and the functionality of this toolkit depends on your SIM card provider.
	Task Manager	Manage currently running programs.
	Tasks	Keeps track of your tasks. See "2.7 Using Tasks" for details.
	Windows Live	A network integration service which allows you to access and manage various Internet services such as Windows Live Spaces, Windows Live Messenger, Live Search…etc.
	Windows Media	Use it to play music and video.

List of All Settings

Personal

	Buttons	Configures the device's buttons.
	Input	Input method configurations.
	Lock	Set a password to unlock the device.
	Menus	Configure the Start menu.
	Owner Information	Enter information about the owner of the device.
	Phone	Configure the Phone features. See "Chapter 3 Phone Features" for details.
	Sounds & Notifications	Configure program and event sounds.
	Today	Configure the Today screen items and theme.

System

	About	Windows Mobile information and device name.
	Backlight	Configures the display backlight.
	Barcode Settings	Change settings of barcode scanner.
	Certificates	Manages personal and root certificates.
	Clock & Alarms	Sets time and alarms.
	Customer Feedback	Allows you to send information about how you use Windows Mobile software to Microsoft.

	Device Info	Display the device software and hardware version.
	Encryption	Encrypt files placed on storage cards.
	Error Reporting	Enable or disable Microsoft product error reporting.
	External GPS	Helps you to set up an external GPS device on your device
	Factory Reset	Lets you reset all settings to manufacturer default.
	Managed Programs	List programs that have been installed remotely by your system administrator.
	Memory	Memory and process management.
	Power	Power management settings.
	Regional Settings	Configure the device's locale.
	Remove Programs	Remove an installed application.
	Screen	Lets you align the screen. See "Calibrating Your Device" of Chapter 2 for details.
	Task Manager	Helps you to manage currently running programs.
	Windows Update	Lets you download Windows Mobile updates such as critical security fixes.

Connections

	Beam	Turn on/off the beam feature.
	Bluetooth	Configure Bluetooth settings. See “Chapter 5 Bluetooth Connections” for detail.
	Connections	Configure the device’s connections.
	Domain Enroll	Allows you to connect the device with company resources.
	Network Cards	Configure Network adapter.
	USB to PC	Enable/Disable advanced network functionality.
	WAN Conf	Helps you to change authentication schemes for GPRS setting (MS-CHAP, CHAP and PAP). Please contact your service provider for information on which scheme to select.
	Wi-Fi Network Manager	Display detail information of Wi-Fi Network including signal strength, IP information...etc.
	Wireless Manager	Turn on/off wireless and phone features with the Wireless Manager.

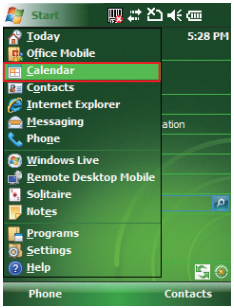
2.5 Using Calendar

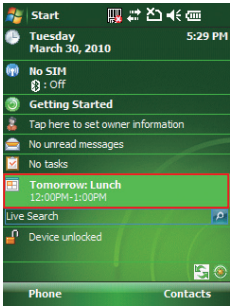
Use Calendar to schedule appointments, including meetings and other events. Your appointments for the day can be displayed on the Today screen. If you use Outlook on your PC, you can synchronize appointments between your device and PC. You can also set Calendar to remind you of appointments with a sound or flashing light, for example.

You can look at your appointments in several different views (Day, Week, Month, Year and Agenda). To see detailed appointment information in any view, tap the appointment. For information about changing the Calendar view, see Change views in Calendar.

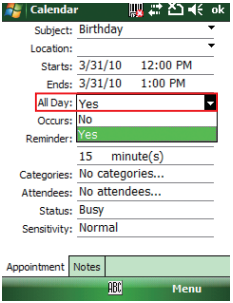
Scheduling an Appointment

1. Either tap > **Calendar** or tap the appointment reminder on the Today Screen.

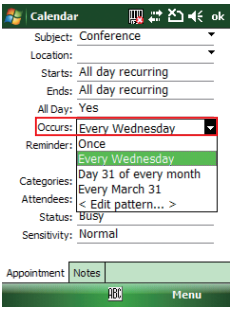




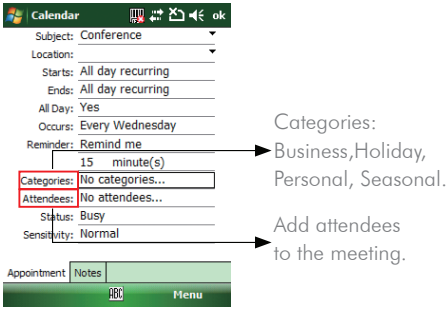
2. Tap **Menu** > **New Appointment**.
3. Enter information about the appointment.
4. To schedule an all-day event, under **All Day**, select **Yes**.



5. To make the appointment recurring, tap on how often it should recur in the **Occurs** drop-down box.



6. Select categories and attendees.

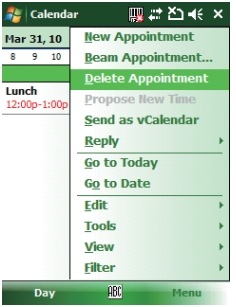


7. Tap **Notes** tab to add details to the appointment if needed.
8. Tap **ok** .

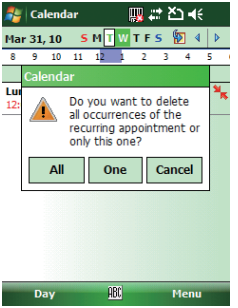
NOTE All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.

Deleting an Appointment

1. Tap > **Calendar**.
2. In Agenda view, select the appointment to delete.
3. Tap **Menu** > **Delete Appointment**.



4. If the appointment is recurring, tap **All** to delete the series, or tap **One** to delete only the current occurrence.



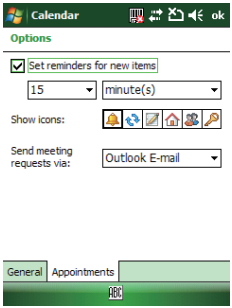
NOTE When you delete an appointment in Calendar on your device, it is also deleted on your PC the next time you synchronize. If the appointment has not been synchronized with a PC, it will be deleted only form the device.

NOTE Calendar items can be deleted only from Agenda view or from an open calendar appointment. To delete from other views, open the appointment, and Tap **Menu** > **Delete**.

Changing the Reminder Time

By default, the reminder time is set 15 minutes prior to an appointment.

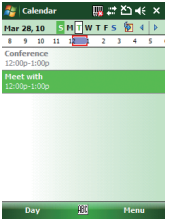
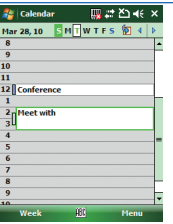
1. Tap > **Calendar.**
2. Tap **Menu** > **Tools** > **Options**.
3. Tap **Appointment** tab and change the time.
4. Tap ok .

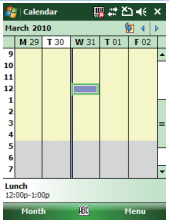


Changing Calendar Views

You can look at your appointments in Agenda, Day, Week, Month or Year view. To see detailed appointment information in any view, tap the appointment. To see a list of available actions for an appointment, tap and hold the appointment.

1. Tap > **Calendar**.
2. Tap **Menu** > **View** and select the view you want.

View	See	Screen
Agenda	Your current day's activities at a glance. Upcoming appointments are bold; past appointments are dimmed.	
Day	Your schedule for a single day in a day-planner layout. Free and busy times in time slots of 1/2 hour or 1 hour.	

View	See	Screen
Week	Your schedule for the whole week.	
Month	Your free and booked days for a month: : Current day : morning appointment : afternoon appointment : morning and afternoon appointments : all-day event with time not marked free	
Year	A calendar for the entire year.	

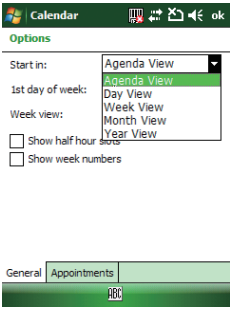
NOTE In Month view, a date will appear in red when the Holiday category is assigned to any appointment for that day.

NOTE You can also change the view by tapping Agenda, Day, Week, Month, or Year on the menu bar.

NOTE To quickly see your appointments for the current day, tap **Start** > **Today**.

Changing the Display of the Work Week

1. Tap > **Calendar**.
2. Tap **Menu** > **Tools** > **Options** and do one of the flowing:
   - To assign a default view, in **Start in**, select **Agenda View**, **Day View**, **Week View**, **Month View** or **Year View**.



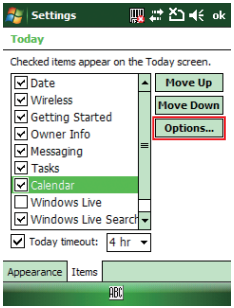
- To specify the first day of the week, in **1st day of week**, tap **Sunday** or **Monday**.
- To specify the number of days you want to appear in a week, in **Week view**, tap **5-day week**, **6-day week**, or **7-day week**.

3. Tap **ok** .

Setting Options for Displaying Appointment on the Today Screen

You can specify the kind of appointment that show on the Today screen.

1. Tap > **Settings** > **Personal** tab > **Today** > **Items** tab.
2. Select **Calendar**, and then tap **Options**.



3. Do any of the following:
   - Select **Next appointment** to show only the next appointment in your schedule.
   - Select **Upcoming appointment** to show multiple appointments.
   - Select the **Display all day events** check box to show all-day event.