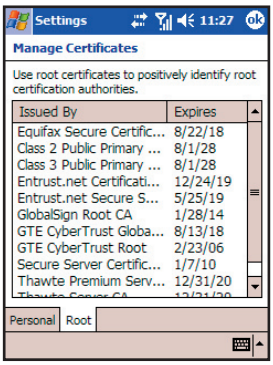
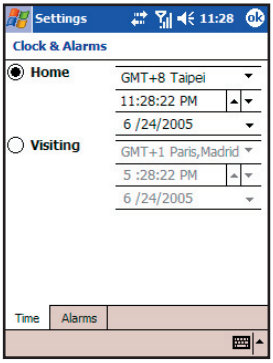
Managing Certificates

1. Tap → **Settings** → **System** → **Certificates**.
2. The list displays the names of the certificate issuers and the expiration date.
3. To view more information about a certificate, tap it in the list.
4. To delete a certificate, tap and hold it in the list and then tap **Delete**.



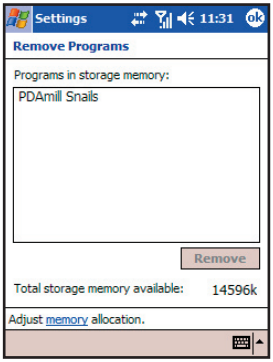
Clock & Alarms

This item allows you to change the date and time and to set alarms.



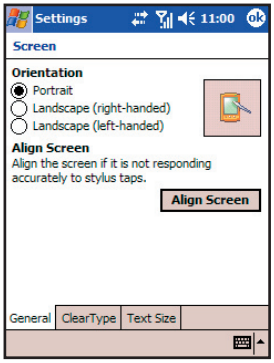
Remove Programs

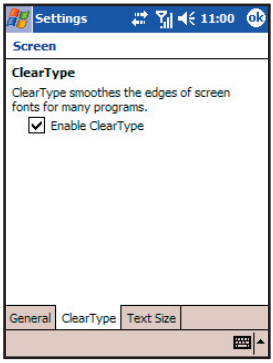
This item allows you to remove programs you have added to the RAM of your Pocket PC Phone. See Section 7.5 for more information.

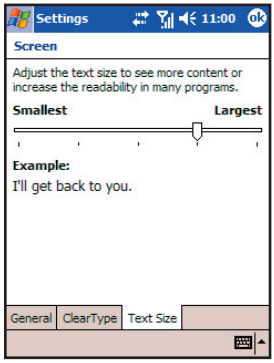


Screen

This item allows you to adjust the touch screen for accurate screen taps and to enable ClearType feature for easier reading of text in programs that support ClearType.

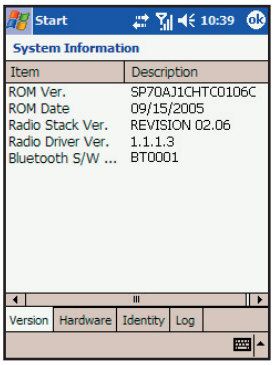




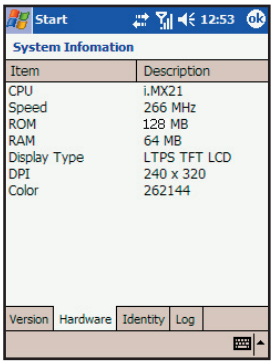


System Information

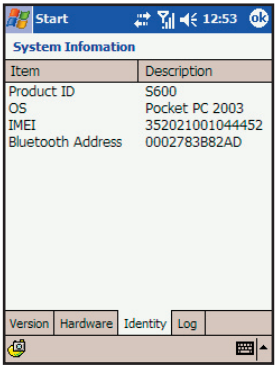
- Tap **Version** to view the software version of the Pocket PC Phone.



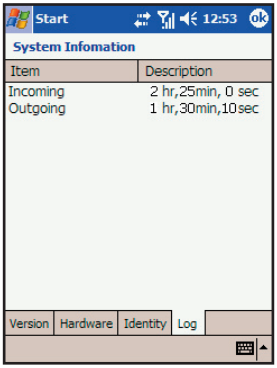
- Tap **Hardware** to view the hardware information of the Pocket PC Phone.



- Tap **Identity** to view the model name and operating system of the Pocket PC Phone.

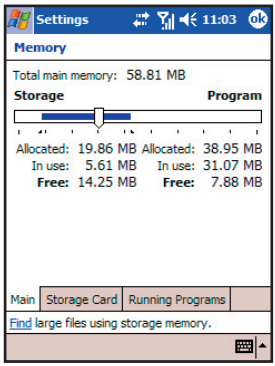


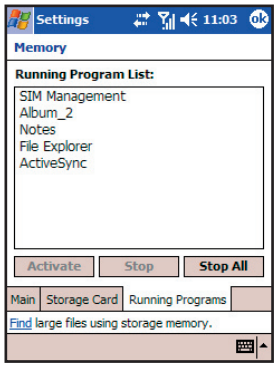
- Tap **Log** to view the talk time for incoming and outgoing phone calls.



Memory

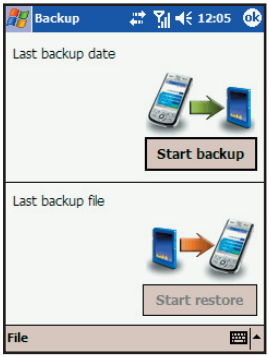
This item allows you to temporarily adjust the allocation between storage and program memory, to view the memory on the storage card (if installed) and to manually stop a program if it becomes unstable or program memory is low. (See Section 7.2 for more information.)





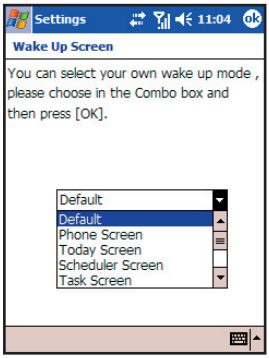
Backup

Save backup files to storage cards regularly to prevent data loss or damage caused by the malfunction of the Pocket PC Phone. See Section 7.4 for more information.



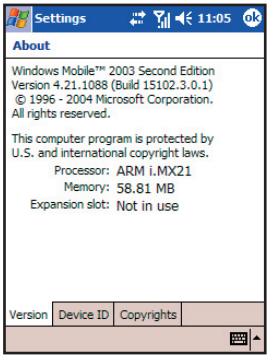
Wake Up Screen

Use this item to select the displayed screen when the Pocket PC Phone wakes up from the standby mode.



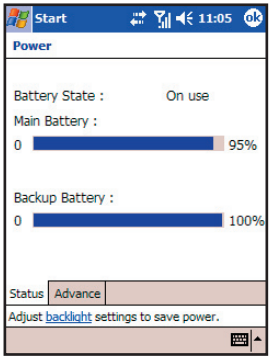
About

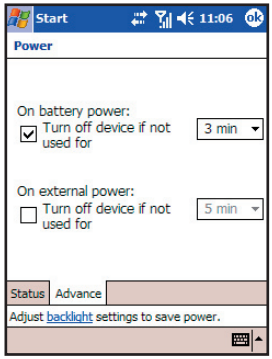
This item shows the hardware information of the Pocket PC Phone and defines the device name that your Pocket PC Phone uses for identifying itself to other computers.



Power

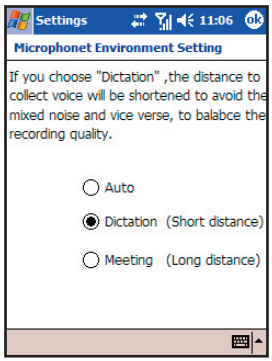
This item shows the remaining battery power and sets the time for the Pocket PC Phone to turn off automatically.





Microphone Environment Setting

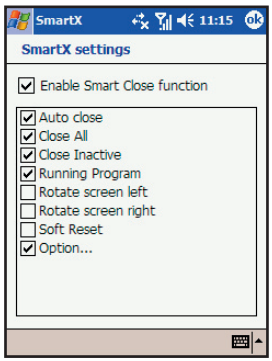
This item sets the microphone environment for the recording mode.



SmartX

You can customize the displayed items on the SmartX menu.
The items for selection include:

- **Auto close** closes the current program.
- **Close All** closes all running programs.
- **Close Inactive** closes inactive programs.
- **Running Program** displays the running program(s).
- **Rotate screen left** (disabled by default) rotates the screen at 90 degrees counterclockwise.
- **Rotate screen right** (disabled by default) rotates the screen at 90 degrees clockwise.
- **Soft Reset** (disabled by default) restarts the Pocket PC Phone.
- **Option** displays the SmartX settings.



Chapter 7

Managing Your Pocket PC Phone

7.1 Managing Power
7.2 Managing Memory
7.3 Finding and Organizing Information
7.4 Backing up Data
7.5 Adding or Removing Programs

7.1 Managing Power

You must maintain a continuous power supply to your Pocket PC Phone to retain your data.

The operating time of a fully charged battery depends on how you are using the Pocket PC Phone. Some functions, such as using multimedia or operating a storage card, may consume the battery power considerably.

You can monitor the battery power by tapping → **Settings** → **System** → **Power**.

When the battery is low, your Pocket PC Phone will pop up a warning message. You should save your data and recharge the battery immediately upon a warning of low power; otherwise your Pocket PC Phone will turn off automatically. You need to connect the Pocket PC Phone to external AC adapter for charging before you can use it again. If the battery completely runs out of power, you will lose any information, programs or settings that you added.

- Though your Pocket PC Phone can retain data for 72 hours after its battery runs completely out of power, you must charge the battery of your Pocket PC Phone at your earliest convenience.
- When you recharge the battery upon a warning of low power, you should charge for at least 30 minutes to one hour. If you unplug the AC adapter too soon, you may not have sufficient battery power for your operation.

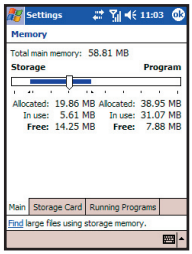
Power-Saving Tips

- Suspend frequently.

  By default, the screen backlight will automatically turn off and the Pocket PC Phone will also turn off when it has been idle for a period of time. You can shorten the length of the idle time using → **Settings** → **System** → **Power** → **Advanced** to set up.
- Turn off functions not needed or adjust settings.
  - Lower the volume.
  - Do not enable sounds or light flashing except for the most necessary notifications. (Tap → **Settings** → **Personal** → **Sounds & Notifications** to set up.)
  - Remove the miniSD card, if installed, from the slot if you are not using it.
- Avoid power-consuming situations such as:
  - When connecting your Pocket PC Phone to your desktop computer (Your Pocket PC Phone will not auto-suspend while it is connected.)
  - When using a miniSD card
  - When monitoring infrared transfers
  - When playing sound or music, or recording

7.2 Managing Memory

Storage and Program Memory



User data can be stored in ROM or RAM, but files, settings and programs that you add to your Pocket PC Phone are stored in RAM. The RAM on your Pocket PC Phone is shared between storage memory and program memory.

- Storage memory is used to store the data you create and additional programs you install.
- Program memory is used to run programs on your Pocket PC Phone.

Your Pocket PC Phone automatically manages the allocation between storage and program memory. However, in some situations, such as when the memory is running out, your Pocket PC Phone may not be able to automatically adjust the allocation. (For information on solving memory problems, see Chapter 15.)

Additional Memory

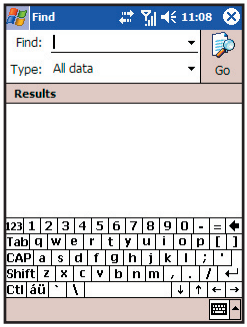
In addition, you can buy storage cards for backup, storage, archives or to transfer large files to other devices. you can find the SDMMC folder, listed under My Device in the File Explorer application. Data stored on a storage card will be saved, even if your Pocket PC Phone loses power.

7.3 Finding and Organizing Information

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

1. Tap → **Programs** → **Find**.
2. Enter the text you want to find, and select a data type.
3. Tap **Go** to start the search.
4. Tap the desired item to open on the result list.

You can also use File Explorer to find and manage your data. See Section 12.8 for more information.



7.4 Backing up Data

To prevent loss of data, you should back up your Pocket PC Phone frequently. Your Pocket PC Phone comes with two programs for backing up data:

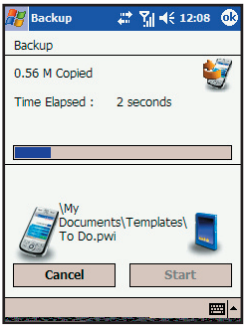
- Microsoft ActiveSync

  ActiveSync enables you to back up data to your desktop computer. For more information, see ActiveSync Help on your desktop computer.
- Backup

  A utility called Backup is supplied with your Pocket PC Phone to let you easily back up data. (See the next section for instructions.)

Backup

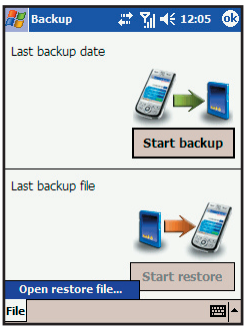
1. Insert a miniSD card.
2. Tap → **Settings** → **System** → **Backup**.
3. By default, the screen displays the backup window.
4. Tap **Backup** to start the backup procedure.
5. When backup is completed, you can find your backup data in the miniSD card.



- Before backup, make sure that the AC adapter is connected with the Pocket PC Phone, and the miniSD card has enough space for saving data.
- You can set the period of time for the Pocket PC Phone to send a backup reminder.
- While under backup/restore procedure, please Do Not remove the miniSD card.

Restore

1. Insert a miniSD card.
2. Tap → **Settings** → **System** → **Backup**.
3. Tap **Restore** and then **OK** on the warning message.
4. Select the data type to restore and then tap **Restore** to start the restoring procedure.
5. When restoring is completed, please perform a software reset for the change to take effect.



7.5 Adding or Removing Programs

Programs added to your Pocket PC Phone at the factory are stored in ROM (Read-Only Memory). You cannot remove the programs and you will never accidentally lose ROM contents.

All other programs and data files added to your Pocket PC Phone after factory installations are stored in RAM. You can install any program created for your Pocket PC Phone as long as your Pocket PC Phone has enough memory.

Adding Programs

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

1. Determine your Pocket PC Phone and processor type so that you know which version of the software to install. Tap → **Settings** → **System** → **About** and make a note of the information in Processor.
2. Download the program to your desktop computer or, if you have a CD or disk containing the program, insert the CD or disk into your desktop computer. You might see a single *.xip, *.exe *.zip file, a Setup.exe file or several versions of files for different device types and processors. Be sure to select the program designed for the Pocket PC Phone and your Pocket PC Phone processor type.
3. Read any installation instruction, Read Me files or documentation that comes with the program. Many programs provide special installation instructions.
4. Connect your Pocket PC Phone and desktop computer.
5. Double-click on the *.exe file.
   - If the file is an installer, the installation wizard begins. Follow the directions on the screen. Once the software has been installed on your computer, the installer automatically transfers the software to your Pocket PC Phone.
   - If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You will need to move this file to your Pocket PC Phone. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your Pocket PC Phone. For more information on copying files using ActiveSync, see ActiveSync Help.
6. Once installation is complete, tap → **Programs** and tap the program icon to switch to it.

- You can also use Pocket Internet Explorer to download some programs from the Internet directly to your Pocket PC Phone if your Pocket PC Phone is connected to Internet.

Adding a Program to the Start Menu

Use one of the following methods to add a program to the Start menu.

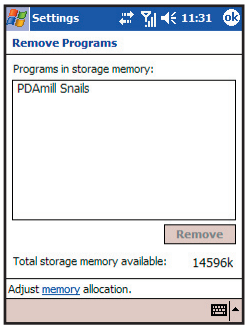
- Tap → **Settings** → **Personal** → **Menus**, and tap the check box for the program.
- Use File Explorer:

  Tap → **Programs** → **File Explorer**, and locate the program (tap the folder list, labelled My Documents by default and tap **My Device** to see a list of all folders on the Pocket PC Phone). 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 appears on the Start menu.
- Use ActiveSync on the desktop computer:

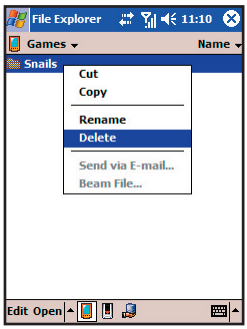
  Use the Explorer in ActiveSync to explore your Pocket PC Phone files and locate the program. Right-click on the program and then click on Create Shortcut. Move the shortcut to the Start Menu folder in the Windows folder. The shortcut appears on the Start menu.

Removing Programs

1. Tap →**Settings** → **System** → **Remove Programs**.
2. Select the program in the list then tap **Remove**.



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



Chapter 8

Microsoft Pocket Outlook

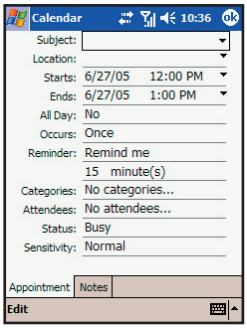
8.1 Calendar
8.2 Contacts
8.3 Tasks
8.4 Notes
8.5 Messaging (Outlook, SMS, MMS)
8.6 MMS Messages

8.1 Calendar

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

Creating an Appointment

1. Tap → **Calendar**.
2. Tap **New**.



3. To select a new date from a pop-up calendar, tap the display date. To enter or select a new time, tap the display time. Enter other appointment details. You will need to hide the Input panel to see all available fields.
4. You can assign an appointment to a category so that you can use these groupings to quickly display only the information you want.

   Tap **Categories**. On the **Select** tab, select the categories that you want to assign the appointment to. To create a new category, tap **Add/Delete**, enter the category name, and then tap **Add**. The new category is automatically selected in the **Select** tab.
   Tap **OK** to return to the previous screen.
5. Tap **Notes**. You can add written or typed notes and even recordings to an appointment. For information on Notes, see Section 8.4.
6. Tap **OK** to save the change.

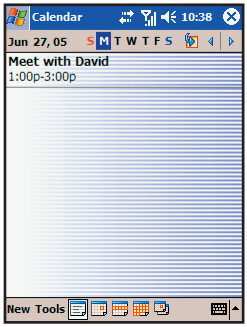
- You can view appointments in one of several views. To change the view mode, tap the appropriate view icons on the command bar.
- Tap the Down arrow in the **Subject** and **Location** fields to quickly select from built-in or previous entries.
- If you set a reminder for an appointment, the Pocket PC Phone will remind you according to the settings in **Sounds & Notifications**.
- To make an appointmnet recurring, tap **Occurs** and select a pattern from the list. Or, to create a new pattern, tap **Edit pattern**, and follow the steps in the wizard.

View Modes

You can view appointments in one of several views (Agenda, Day, Week, and Month).

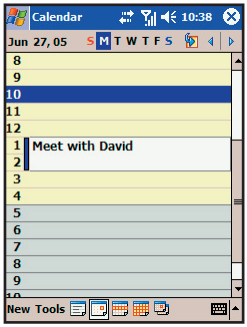
Agenda View

In Agenda view, upcoming appointments are displayed in bold.



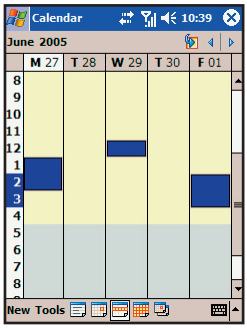
Day View

In Day view, the subject of an appointment is displayed on the right of the appointment's time.



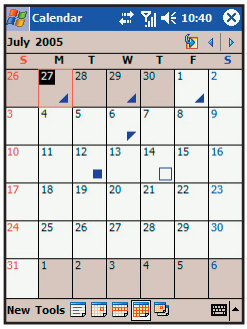
Week View

Week view displays blue boxes to indicate the dates and time of appointments.



Month View

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



Using the Calendar Summary Screen

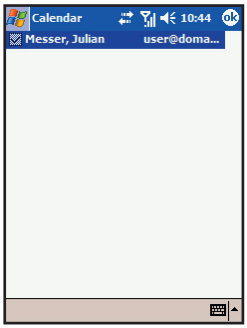
When you tap an appointment in Calendar, a summary screen is displayed. To change the appointment, tap **Edit**.

Sending Meeting Requests

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

Before you can send a meeting request, you must enter email addresses in Contacts and set up Messaging to send and receive messages.

1. Tap → **Calendar**.
2. Tap **New**.
3. Enter the meeting information.
4. Tap **Attendees** (you will need to hide the input panel to see this box).
5. Select the contacts you want to invite. Only those contacts with email addresses will be displayed.
6. Tap **OK**. Messaging automatically creates a meeting request and sends it to the attendees the next time you synchronize with your desktop computer. Any textual notes entered in the Notes tab (excluding writing or recordings) will be sent also.



- If you are sending the meeting request through a connection to an ISP or the network, rather than through synchronization with your desktop computer, tap **Tools** → **Options** → **Appointments**. In **Send meeting requests via**, tap the service you want to use to send the meeting request.

8.2 Contacts

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. You can enter both personal and business information.

To start Contacts, tap → **Contacts**, or press the Contacts hot key on the Pocket PC Phone.

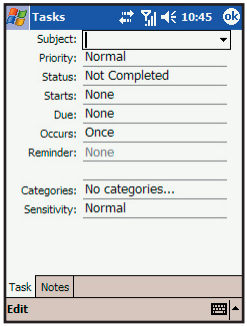
- For information on using Contacts, see Chapter 3 and Chapter 4.

8.3 Tasks

Use Tasks to keep track of things you need to do. A variety of task information can be displayed on the Today screen.

- To see the start and due date for a task in the task list, tap **Tools** → **Options**.

Creating a Task

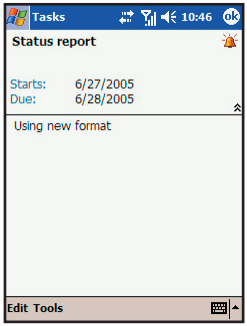


1. Tap → **Programs** → **Tasks**.
2. Tap **New**.
3. Enter detailed information, such as start and due dates. You will need to hide the Input panel to see all available fields.
4. You can assign a task to a category so that you can use these groupings to quickly display only the information you want.

   Tap **Categories**. On the **Select** tab, select the categories that you want to assign the appointment to.
   To create a new category, tap **Add/Delete**, enter the category name, and then tap **Add**. The new category is automatically selected in the **Select** tab.
   Tap **OK** to return to the previous screen.
5. Tap **Notes**. You can add written or typed notes and even recordings to an appointment. For information on Notes, see Section 8.4.
6. Tap **OK** to save the change.

- If you set a reminder for a task, the Pocket PC Phone will remind you according to the settings in **Sounds & Notifications**.
- To quickly create a task, enter text in the “Tap here to add a new task” field at the top of the screen. If you don’t see this box, tap **Tools** → **Entry Bar**.

Using the Tasks Summary Screen



The task list displays a list of your tasks. Overdue tasks are displayed in bold and in red.

If you have a long list of tasks, tap the sort list (labeled **Priority** by default) and select the option you want to sort on.

To see more task information, tap the task.To change a task, tap it in the task list, and then tap **Edit**.

8.4 Notes

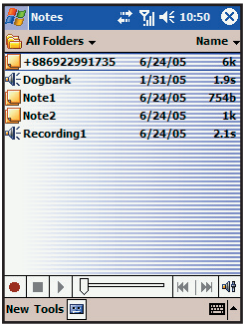
Notes may help you quickly capture your ideas, notes, and thoughts. You can create a note using written and typed text, drawings, and recordings. You can also share your notes with others through email, infrared, and synchronization with your desktop computer.

Creating a Note

1. Tap → **Programs** → **Notes**.
2. Tap **New**.
3. Enter your note information. For information on entering information, see Section 2.11.

Viewing Notes

The note list displays a list of your notes and recordings. If you have a long list, tap the sort list (labeled **Name** by default), and select the option you want to sort on. To open a note or play a recording, tap it.



8.5 Messaging (Outlook, SMS, MMS)

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

You can send and receive email by synchronizing with your desktop computer, or by connecting to a Post Office Protocol 3 (POP3) or Internet Message Access Protocol 4 (IMAP4) mail server. You need to set up an email account for each method that you use except for an Outlook email account, which is set up by default. The Outlook Email account on your device is used to store messages that you send and receive through synchronization with a desktop computer. Account names will appear when you open the folder list (located on the left, under the navigation bar) in the message list view.

With synchronization, messages are synchronized between the device Inbox folder for the Outlook Email account and the desktop computer Inbox by using ActiveSync and Microsoft Exchange or Microsoft Outlook. For more information, see the “Synchronizing Outlook Email Messages” section later in this chapter.

When connecting to a POP3 or IMAP4 server, use a modem to connect to your Internet service provider (ISP), or a modem or Ethernet card to connect to the local area network that your email server is connected to. You can also use your phone to connect by using a cellular line connection. For more information, see Chapter 13.

Synchronizing Outlook Email Messages

After selecting Inbox for synchronization in ActiveSync, Outlook email messages are synchronized as part of the general synchronization process.

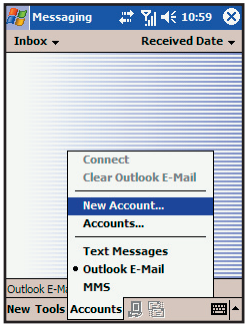
During synchronization:

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

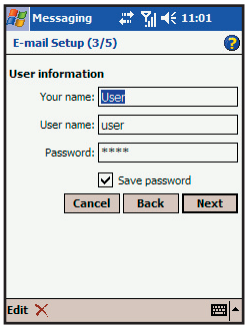
- For information on initiating Outlook email synchronization or changing synchronization settings, see ActiveSync Help on the desktop computer.
- Text messages are not received through synchronization. Instead, they are sent to your device via your service provider.

Connecting to a Mail Server

Setting up a POP3 or IMAP4 Email Account



1. Tap → **Messaging**.
2. Tap **Accounts** → **New Account**.
3. Enter the email address and then tap **Next**.
4. The Pocket PC Phone will start the auto configuration. Auto configuration attempts to connect to your email server and download necessary settings so that you do not need to enter them manually. If auto configuration is successful, you may begin downloading messages from the server.



5. If auto configuration is unsuccessful, tap **Next** for manual configuration. Enter the displayed name, the user name and password provided by your ISP or network administrator. You can select **Save password** to avoid having to reenter it later.
6. In the **Account type** list, tap **POP3** or **IMAP4**. (POP3 is the most common mail protocol for ISPs.)

   In **Name**, enter a unique name for the account, such as Work or Home. This name cannot be changed later.

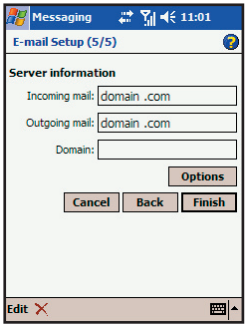
   Then Tap **Next**.

7. In **Incoming mail**, enter the name of your email server.

   In **Outgoing mail**, enter the name of your Simple Mail Transfer Protocol (SMTP) host.

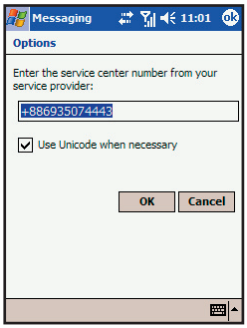
   If you are using a network connection, in **Domain**, enter your domain name.

8. Select if you want to download the messages of this account immediately.



Setting up the Text Message Account

1. Tap → **Messaging**.
2. Tap **Accounts** → **Accounts**.
3. Tap **Text Messages**.
4. Enter the service center number from your service provider, and tap **OK**.
5. Tap **OK**.



Deleting an Account

1. Tap → Messaging.
2. Tap **Accounts** → **Accounts**.
3. Tap and hold the name of the account, and then tap **Delete**.

- You can set up several email accounts including your Outlook email account, but you can set up only one text message account.
- You cannot create a new account while the phone is connected. Tap **Accounts** → **Disconnect** to disconnect.
- You cannot delete your text message account.