WORKABOUT PRO M/C
Hand-Held Computer
Quick Start Guide

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ISO 9001 Certified
Quality Management System

PSION TEKLOGIX

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1. Basic Preparation

Important: ***All approval and safety information is outlined in the 'WORKABOUT PRO Hand-Held Computer User Manual' – part number 8000024. This manual is available on our web site www.psionteklogix.com through the Teknet extranet. It is important that you review all safety guidelines before charging a battery or operating a scanner.***

This quick start guide provides basic information on the operation and features of the Psion Teklogix WORKABOUT PRO M (Monochrome) and WORKABOUT PRO C (Colour) Hand-Held Computer. For more detailed information, refer to the *WORKABOUT PRO M/C Hand-Held Computer User Manual (PN 8000024)* or the documentation supplied with the application you are using.

Typically, WORKABOUT PROs are configured at the factory and arrive ready for use.

1.1 Charging The Battery

Batteries shipped from the factory are not charged. They must be fully charged prior to use. Full capacity may not be reached until at least 5 full charge/discharge cycles have been performed.

1.2 Installing The Battery

- Turn the fasteners at the base of the battery cover counter-clockwise to unlock the cover and remove it. The top of the stylus is shaped to help you loosen the fasteners.
- Insert the *charged* battery. Replace the battery cover, and turn the fasteners at the base of the battery cover clockwise to lock the battery in place.

Note: *If you are using a docking station, you can insert an uncharged battery, dock the unit and switch it on.*

1.3 Switching The Unit On

- Press and hold down the <ENTER/ON> key for at least one second to switch the unit on.
- When the LED flashes green, release <ENTER/ON>.

A splash screen displaying the *Psion Teklogix* logo and the *Microsoft® Windows CE .NET* logo appears followed by the startup desktop.

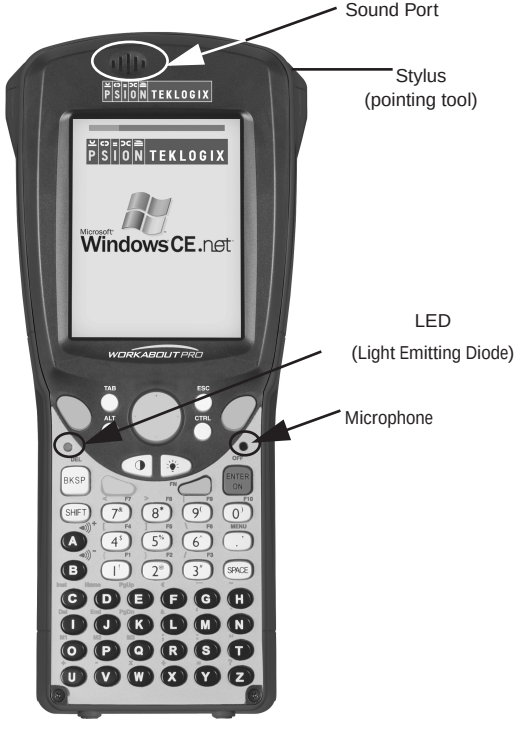
Note: *If the unit was already in use – the unit may be off (suspend state) – pressing <ENTER/ON> 'wakes' the unit from this state. The screen in which you were working prior to the suspend state is displayed.*

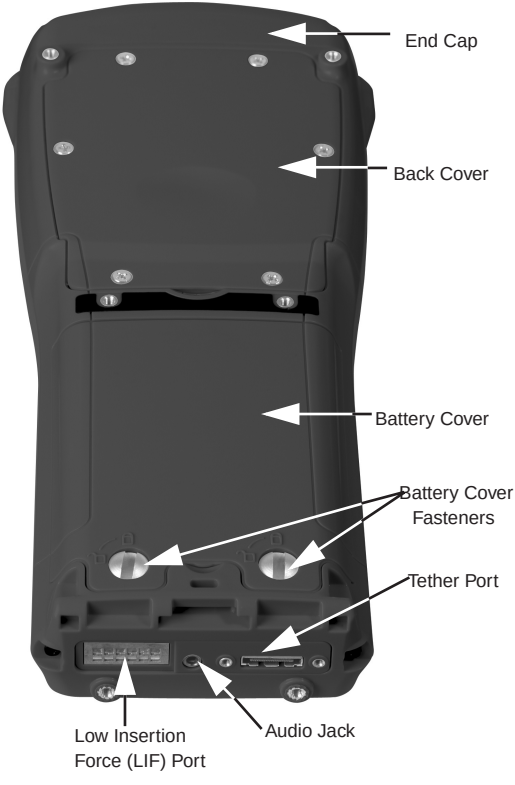
1.4 Switching The Unit Off (Suspend)

- Press the <BLUE> key, and then press <ENTER/ON> to switch off the WORKABOUT PRO.

2. Getting To Know The WORKABOUT PRO

2.1 Features




End Cap
Back Cover
Battery Cover
Battery Cover
Fasteners
Tether Port
Audio Jack
Low Insertion
Force (LIF) Port

2.2 The Battery

The WORKABOUT PRO will operate with a standard 1800 mAh Lithium Ion battery pack, a high-capacity 2700 mAh Lithium-Ion battery pack or three AA alkaline batteries. If you are using a Lithium Ion battery pack, the battery pack must first be charged.

Warning: ***Before charging or using the battery pack, it is critical that the safety information in this section be reviewed and that all warnings are strictly followed.***

BATTERIES ARE CONSIDERED HAZARDOUS WASTE. For proper disposal, forward all used batteries to one of:

Psion Teklogix Inc.
2100 Meadowvale Blvd.
Mississauga, Ontario
Canada
L5N 7J9

Psion Teklogix Corp.
1810 Airport Exchange Blvd.
Suite 500
Erlanger, Kentucky
USA 41018

Psion Teklogix S.A.
La Duranne; 135 Rue Rene Descartes; BP 421000
13591 Aix-En-Provence
Cedex 3; France

Warning: ***TO PREVENT the battery from leaking acid, generating heat or exploding, adhere to precautions below.***

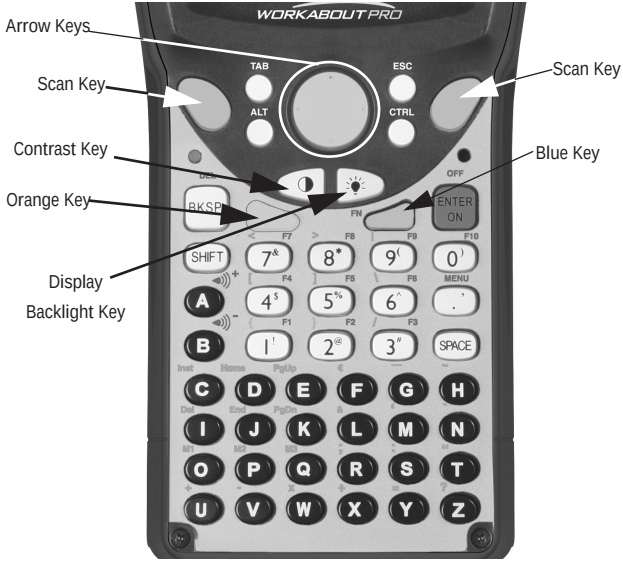
- The battery incorporates built-in safety devices. To ensure their proper function, do not disassemble or alter any parts of the battery.
- Do not short-circuit the battery by directly connecting any of the exposed terminals with metal objects such as wire. Do not transport or store the battery together with metal objects such as necklaces, hair pins, etc.
- Do not dispose of batteries in fire.

- Do not use or leave the battery near a heat source such as a fire or heater.
- Do not immerse the battery in water.
- When charging, use the battery charger specifically designed for the battery.
- Do not pierce, strike, throw or step on the battery.
- Do not directly solder the battery.
- Do not connect the battery to an electrical outlet, vehicle cigarette lighter, etc.
- Do not put battery into a microwave oven or pressurized container.
- Do not use the battery in combination with primary batteries (such as dry-cell batteries) or batteries of different capacities or brands.
- Immediately remove the battery from the device or battery charger and stop use if the battery gives off an odour, generates heat, becomes discoloured or deformed, or in any way appears abnormal during use.
- Do not continue charging the battery if it does not recharge within the specified charge time.
- The battery may burst or ignite if the battery leaks. Always ensure that it is away from any exposed flames.
- If leaking electrolyte sprays into your eyes, rinse them with clean running water, and immediately seek medical attention.
- Do not store the battery in extremely high temperatures (e.g., a vehicle, strong direct sunlight, etc.). This may cause the battery to overheat or ignite, and it may also reduce the performance and service life of the battery.
- Do not use in areas where static electricity is greater than what the manufacturer guarantees.
- Keep batteries out of reach of children.

2.2.1 Battery Swap And Runtime

Under normal operating conditions, fully charged 1800 mAh batteries hold a charge for up to 8 hours. 2700 mAh batteries can hold a charge for up to 12 hours.

2.3 The Keyboard



The keyboard is equipped with a set of standard keys along with a <ORANGE> and a <BLUE> modifier key to provide access to additional keys and system functions. These additional keys are colour coded in *orange* and *blue* print above the standard keys.

2.3.1 Modifier Keys

The <SHIFT>, <CTRL>, <ALT>, <ORANGE> and <BLUE> keys are *modifier* keys. Pressing a modifier key changes the function of the next key pressed. For example, a square bracket is printed in *orange* print above the <4> key. Pressing the <ORANGE> key followed by the <4> key displays a square bracket rather than the number 4.

The <SHIFT>, <CTRL> and <ALT> keys operate much like a desktop keyboard except that they are not chorded – two keys cannot be held down simultaneously. The modifier key must be pressed first followed by the key whose function you want modified.

Activating Modifier Keys

When a modifier key is pressed once, the modifier key icon displays the key in *lowercase* letters in the taskbar. For example, pressing <CTRL> once displays ctrl key in the taskbar. Once the next key is pressed, the modifier key becomes inactive and disappears from the taskbar.

Locking Modifier Keys

When a modifier key is pressed twice, it is 'locked' on. A 'locked' modifier key icon displays the key in *uppercase* letters in the taskbar. For example, pressing the <BLUE> key twice locks it on – it is displayed as BLUE KEY in the taskbar at the bottom of the screen.

The locked modifier key remains active until it is pressed a third time to unlock or turn it off.

2.3.2 The Keys

The <SHIFT> Key

Used to display uppercase alpha characters and provide access to the symbols above the numeric keys.

The Arrow Keys

Contained in the round disk-shaped key at the top of the keyboard. Moves the cursor around the screen – up, down, left and right.

The <BKSP/DEL> Key

Moves the cursor one character to the left, erasing the incorrectly entered key stroke.

<DEL> key (<BLUE> <BKSP>) erases the character at the cursor position.

The <CTRL> And <ALT> Key

Modify the function of the next key pressed and are application dependent.

The <TAB> Key

Usually moves the cursor to the next field to the right or downward. Pressing <ORANGE> <TAB> move the cursor backward.

The <ESC> Key

Generally used as a keyboard shortcut to close the current menu, dialogue box or activity and return to the previous one.

The <SPACE> Key

Inserts a blank space between characters. In a Windows dialogue box, the <SPACE> key enables (√) or disables a checkbox.

The <SCAN> Keys

Activate the scanner beam while pressed. For units without internal scanners, these keys are inoperable.

The Function Keys – <F1> to <F10>

Perform special, custom-defined functions. These keys are accessed by pressing <BLUE> followed by numeric keys <1> to <10>. They can be used with the Windows CE .NET operating system or another application.

The Macro Keys – <M1> to <M3>

Contain up to 20 programmable characters (“positions”) and executable keys. These keys are accessed by pressing <ORANGE> followed by alpha keys <O>, <P> or <Q>. When pressed, the macro key executes a custom-defined string of characters, including executable keys.

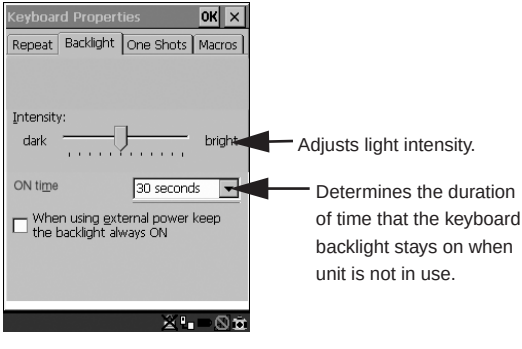
2.3.3 Adjusting The Keypad Backlight

To adjust the intensity of the keypad backlight and the conditions under which this backlight is activated

- In the Control Panel, choose the Keyboard icon.

Note: *Access may be restricted to supervisory use.*

- In the Keyboard Properties dialogue box, open the Backlight tab.



2.4 The Display

Depending on the type of display – colour or monochrome – you can adjust the backlight or contrast of the display to improve character visibility.

2.4.1 Colour Display

Adjusting The Backlight

The display backlight can be adjusted manually.

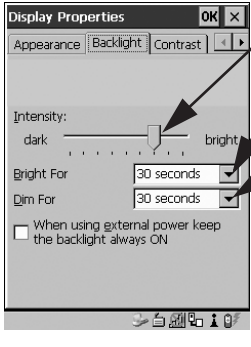
- Press the Backlight key <> to cycle through from light to darkest, and then back to lightest. Press <ORANGE> <> to cycle backward from darker to lighter.

To set the range of the backlight:

- Choose the Display icon in the Control Panel.
- Display the Backlight tab.

Note: *For units equipped with monochrome screens, the Backlight key <> turns the backlight on or off. Backlight intensity cannot be adjusted.*

Note also that adjustments may be restricted to supervisory use only.



Adjusts the light intensity of the backlight.

Sets duration of time the backlight stays on at the configured intensity when the unit is not in use.

Sets duration of time the backlight stays on at half the configured intensity when the unit is not in use.

2.4.2 Monochrome Display

Adjusting The Contrast

Note: *Contrast adjustment is only available on hand-helds equipped with monochrome screens. Contrast has no effect on units with colour screens.*

The display contrast can be adjusted from the keyboard using the Contrast key <◑> just below the arrow keys.

- Press this key until you are satisfied with the contrast adjustment. Press <ORANGE> < ◑> to shift contrast backward.

To set the range of the contrast on a monochrome screen:

- In the Control Panel, choose the Display icon and select the Contrast tab.

Note: *Keep in mind that this option may be restricted to supervisory use only.*

Adjusts the display contrast.

2.4.3 Calibrating The Touchscreen

Note: *This function may be restricted to supervisory use.*

If the touchscreen has never been calibrated or if the stylus pointer is not accurate when you tap on an item:

- In the Control Panel, choose the Stylus icon, select the Calibration tab, and then tap on the <Recalibrate> button.

- Follow the onscreen directions to calibrate the display.

2.5 Indicators

WORKABOUT PROs use an LED (Light Emitting Diode), onscreen messages and audio tones as indicators.

2.5.1 The LED

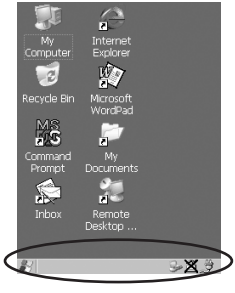
A single, two-coloured LED is located on the left side of the unit, just above the <BKSP> key. When you press <ENTER/ON>, the LED flashes green to indicate that the unit has been powered up. The LED table below outlines the behaviour of the LED while the unit is docked in a charger.

Keep in mind that the application running on the WORKABOUT PRO can dictate how the LED operates. Review the documentation provided with the application to determine LED behaviour.

LED Behaviour	Indication
Solid Green	Battery charge complete.
Solid red	Charge in progress.
Blinking red	Alarm.

2.5.2 Onscreen Indicators

The taskbar at the bottom of the screen displays a variety of system status indicators.



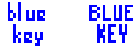
The taskbar changes dynamically, and only those icons that are applicable are displayed. For example, if a Bluetooth radio is not installed, this icon is not displayed in the taskbar. Double-tapping on an icon displays the associated dialogue box.

Windows® Start Button

You can display the Start Menu by tapping on the Windows® Start button in the taskbar.

Modifier Key Indicators

<SHIFT>, <CTRL>, <ALT>, <BLUE> and <ORANGE> are modifier keys that have onscreen indicators to show when a key is active or locked. If a modifier key is pressed once to activate it, the key is displayed in the taskbar in *lowercase* characters. If a modifier key is pressed twice, it is 'locked on' and the onscreen indicator is displayed in *uppercase* letters in the taskbar.



Battery Gauge

Battery icons are a visual indication of the remaining battery power.

If the unit is using external AC power, an AC icon is displayed.

Battery Charge

The battery charge icon is displayed in the taskbar when the hand-held battery is being charged.

LIF and USB Devices

When a device such as a docking station or a charger is connected to the USB (tether) port or the LIF (Low Insertion Force) port and is activated, an associated icon appears in the taskbar.

New device connected: LIF Port

New device connected: USB Port

Security Level

Security levels can be set to limit access and prevent inadvertent changes to application settings.

Bluetooth Radio

If a Bluetooth radio is installed, this icon is displayed in the taskbar.

2.5.3 Audio Indicators

The audio speaker provides a variety of sounds and can be configured to emit a sound under various conditions. Refer to 'Volume Adjustment' in the *'WORKABOUT PRO Hand-Held Computer User Manual'* for details.

Note: *The volume can also be adjusted using the* Volume & Sound Properties *dialogue box in the* Control Panel.

Adjusting The Speaker Volume

The volume keys are located above the <A> and <B> keys and are used to adjust the volume emitted from your unit.

The *increase volume* key is labelled with a plus symbol and the *decrease volume* key is labelled with a minus sign .

To adjust the speaker volume:

- Press the <BLUE> key twice to lock it 'on'.
- Press the *increase volume* <A> key or the *decrease volume* <B> key until the volume meets your needs.
- Press the <BLUE> key again to 'unlock' it.

3. Navigating In Windows CE

On WORKABOUT PROs, the ‘point and click’ action associated with a desktop computer mouse is accomplished by tapping a stylus on the touchscreen. In addition, every ‘point and click’ action, an equivalent keyboard shortcut is also available.

3.1 Navigating A Touchscreen

All WORKABOUT PROs are equipped with a touchscreen and a stylus.

To prevent damage to the touchscreen, use only the stylus provided – ***never*** use a screw driver or other sharp objects.

To open a file, launch an applet or open a folder:

- Tap the stylus on the appropriate icon.

Note: *If the touchscreen is not registering your screen taps accurately, it may need recalibration. Refer to “Calibrating The Touchscreen” on page 14.*

3.2 Navigating Using The Keyboard

You can also use the keyboard to choose icons and navigate dialogue boxes, display the desktop, and so on.

Unlike a desktop computer, the WORKABOUT PRO does not support key chording (pressing two keys at the same time). You must press one key followed by the next in sequence.

Operation	Key or Key Combination
Switch between applications	<ALT> <TAB>
Open task manager screen	<ALT> <ESC>
Move cursor	Arrow keys

Open file, folder or icon	<ENTER>
Exit & Save	<ENTER>
Close/Exit & Do Not Save	<ESC>
Navigate Dialogue Boxes	Next field: <TAB> Move cursor up: <SHIFT><TAB> Display next tab : <CTRL> <TAB>
Select Radio Button/ Press Button	<SPACE>
Go to Start Menu	<BLUE><.>

3.3 The Startup Desktop

When the unit boots up, the startup desktop is displayed. Applications stored in the Startup folder start up immediately. The Startup folder is located in: *\Windows\Startup and \Flash Disk\Startup*.

3.3.1 Accessing Desktop Icons

- Double-tap on the icon to open a window or, in the case of an application icon, launch an application.