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

2.3.1 Modifier Keys

The <CTRL>, <ALT>, <ALPHA/ORANGE> and <FN/BLUE> keys are *modifier* keys. Pressing a modifier key changes the function of the next key pressed. For example, alpha keys are displayed in *orange* print above the numeric key <1>. Pressing the <ALPHA/ORANGE> key followed by the <1> key displays the letter *a* rather than the number *1*.

The <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 <FN/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 <ALPHA> Key

Used to access the alpha characters displayed in *orange* print above numeric keys <1> through <9>.

The <CAPS> Key

Used to display uppercase alpha characters. Press <ALPHA/ORANGE> <.> to activate this key.

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 (<FN/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 <ALPHA/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. This key is accessed by pressing <ALPHA/ORANGE> followed by the numeric key <0>.

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 <FN/BLUE> followed by numeric keys <1> to <0>. They can be used with the Windows CE .NET operating system or another application.

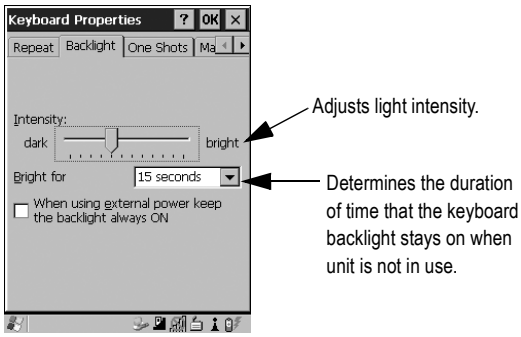
2.3.3 Adjusting The Keypad Backlight

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

Adjusting The Backlight

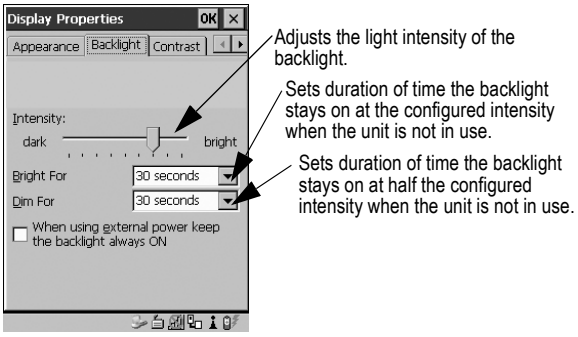
The display backlight can be adjusted manually.

- Press the **Backlight** key <> to cycle through from light to darkest, and then back to lightest.

To set the range of the backlight:

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

Note: *Adjustments may be restricted to supervisory use only.*

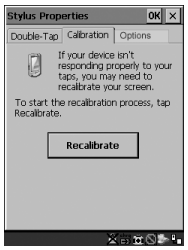


2.4.1 Calibrating The Touchscreen

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

The WORKABOUT PRO S uses an LED (Light Emitting Diode), onscreen messages and audio tones as indicators.

2.5.1 The LED

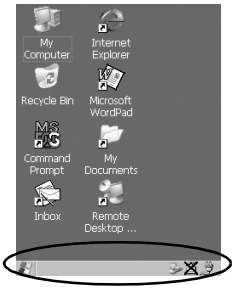
A single, two-coloured LED is located on the left side of the unit, just above the <1> key. When you press <ENTER/ON>, the LED flashes green to indicate that the unit has been powered up. The LED table below outlines the behaviour of the LED while the unit is docked in a charger.

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

LED Behaviour	Indication
Solid Green	Charge complete.
Blinking Green	Charge in progress.
Solid red	Temperature outside charge range.
Blinking red	Battery is not charging. Battery fault.

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. 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

<CTRL>, <ALT>, <FN/BLUE> and <ALPHA/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.

Full 75% 50% 25% Empty AC Connectior

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

This icon indicates that a Bluetooth radio is operating in your unit.

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 to the left and right of the arrow key 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 <FN/BLUE> key twice to lock it 'on'.
- Press the <RIGHT> arrow key to *increase* the volume or the <LEFT> arrow key to *decrease* the volume .
- Press the <FN/BLUE> key again to 'unlock' it.

3. Navigating In Windows CE

On the WORKABOUT PRO S, 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 PRO S units 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 22.*

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 S 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: <ALHPA/ORANGE><TAB> Display next 'tab': <CTRL> <TAB>
Select Radio Button/ Press Button	<SPACE> (<ALPHA/ORANGE> <0>)
Go to Start Menu	<FN/BLUE><.>

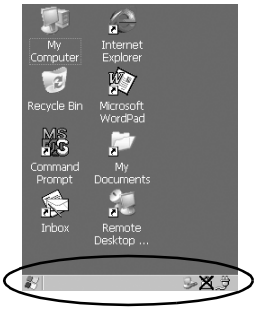
3.3 The Startup Desktop

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.

3.3.2 The Taskbar



A taskbar at the bottom of the screen displays icons through which you can view the security level and battery capacity. A unit equipped with a Bluetooth radio displays the appropriate icon in the taskbar. A hand-held attached to a charger, cradle or docking station displays the associated icon, and so on.

The taskbar also displays active modifier keys – <ALT>, <CTRL>, <ALPHA/ORANGE> and <FN/BLUE>. Keys that have been locked “on” are displayed in *uppercase* letters.

Using The Taskbar

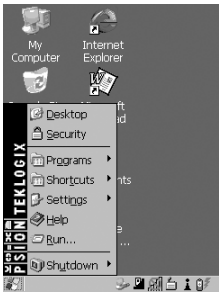
- Tap on an icon to display the associated dialogue box. For example, tapping on the battery icon displays the *Power Properties* dialogue box that indicates the current battery capacity.

3.4 The Start Menu

The *Start Menu* lists operations you can access and work with. It is available from the startup desktop or from within any application.

To display the menu:

- Tap on the Windows® **Start** button in the taskbar. Tap on the item in the menu with which you want to work.



Note: *If your touchscreen is disabled, press <BLUE> <.>.*

THE DESKTOP

Choosing **Desktop** from the *Start Menu* displays the desktop.

SECURITY SETTINGS

To assign a security level:

- Choose **Security** from the *Start Menu*.

- Select a security level from the dialogue box, and type the appropriate password.

To change the password:

Note: *Keep in mind that this is the same password as that assigned through the* Password *control panel applet.*

- Choose a security level, and enter the existing password in the *Password* field.
- Choose the **Set Password** button.

In the *Password Properties* dialogue box:

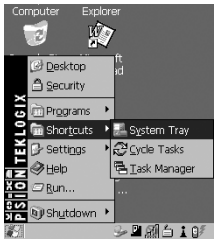
- Type the new password in the *Password:* text box, and retype the new password in the *Confirm Password:* text box.

PROGRAMS

Programs displays a sub-menu of options with which you can work to access applications.

SHORTCUTS

This menu provides access to task shortcuts:



The System Tray

Allows keyboard access to the icons in the taskbar at the bottom of the screen. The taskbar displays indicators such as a battery capacity gauge. These indicators are attached to dialogue boxes that provide additional information.

- Choose **System Tray** from the *Shortcuts* menu.

When **System Tray** is chosen, the taskbar icons become accessible. To display the dialogue box attached to an icon:

- Use the <LEFT> and <RIGHT> arrow keys to highlight the icon with which you want to work.
- Press <ENTER/ON> to display the associated dialogue box.

Cycle Tasks

Used to cycle through active applications (providing the Task Manager is not open). To cycle to the next active task:

- Tap on **Cycle Tasks** in the *Shortcuts* menu.

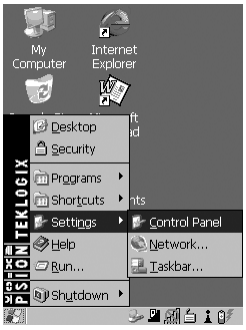
The Task Manager

Used to switch to another task or to end an active task. To display the task manager window:

- Tap on **Task Manager** in the *Shortcuts* menu.

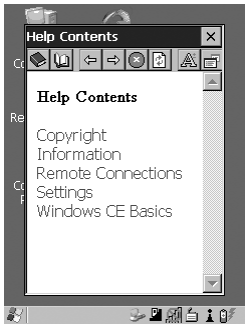
SETTINGS

Tapping on **Settings** displays a sub-menu of options with which you can access the *Control Panel* applets, configure your radio (*Network and Dial-up Connections*) and customize the *Taskbar and Start Menu*.



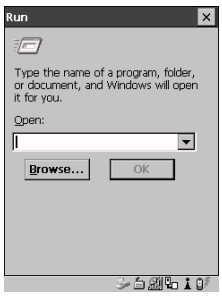
HELP

Tapping on **Help** provides access to a list of descriptive files that outline the basics of Windows CE .NET.



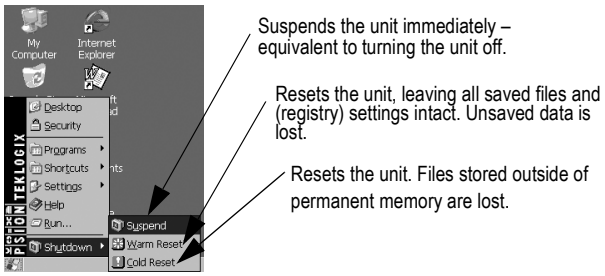
RUN

Choosing the **Run** option displays a dialogue box in which you can enter the name of the program, folder or document you want to open.



SHUTDOWN

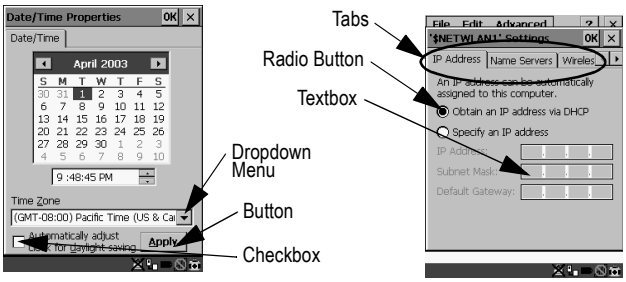
Tapping on **Shutdown** displays options for a shutdown.



Note: *This menu varies depending on the security level. At* ***User*** *level, the* Shutdown *sub-menu is replaced with a single option:* Suspend. *A sub-menu is not available.*

Teklogix *security level provides another option:* Bootloader. *This option behaves like cold-reset, except that the unit launches Bootloader rather than Windows CE .NET.*

3.5 Using A Dialogue Box



Note: *Tap the stylus on a dialogue box element to select or deselect it, display a dropdown menu and so on. To use the keyboard, refer to "Navigating Using The Keyboard" on page 27.*

Dialogue boxes like the samples in this section contain one or more of the following elements:

Tab: Tabs separate different elements of a dialogue box. Tap the stylus on the tab with which you want to work.

Textbox: A textbox requires that you type information. Tap on the textbox you want to work with to highlight it, and then type the appropriate information.

Dropdown: This type of menu is identified by up and down arrows next to the dropdown menu to indicate that additional options are available. Tap on the menu to highlight it, and tap on the arrows attached to the menu to cycle through the options.

Checkbox: This box allows you to select or deselect an option. To select (√) or deselect a checkbox, tap the stylus in the checkbox.

Radio buttons: These buttons allow you to choose from a number of options. For example, in the sample screen under section 3.5 on page 36, you can choose to **Obtain an IP address via DHCP** or **Specify an IP address**. Tap on a radio button to activate the option next to it.

Buttons: This type of button allows you to **Save**, **Delete** and so on, the options you've chosen in a dialogue box. Tap on the button you want to execute.

Saving Your Choices: Once you've made all your changes, tap on the **OK** button to save your changes and exit the window.

Note: *If an item in a dialogue box is displayed in grey text, the item is not currently available.*

4. General Maintenance

4.1 Caring For The Touchscreen

The touchscreen can be permanently damaged by harsh chemicals and is susceptible to abrasions and scratches. Using sharp objects on the touchscreen can scratch or cut the plastic or crack the internal conductive coating. Protect the touchscreen from the following chemicals:

- mustard,
- sodium hydroxide,
- concentrated caustic solutions,
- benzyl alcohol, and
- concentrated miner acids.

If touchscreens are used in harsh environments, apply disposable screen protectors to dramatically extend the life of the touchscreen.