User Manual

Please Read Before Proceeding

THIS DEVICE IS NOT CHARGED WHEN YOU TAKE IT OUT OF THE BOX.

DO NOT REMOVE THE BATTERY PACK WHEN THE DEVICE IS CHARGING.

YOUR WARRANTY IS INVALIDATED IF YOU OPEN OR TAMPER WITH THE DEVICE'S OUTER CASING.

PRIVACY RESTRICTIONS

Some countries require full disclosure of recorded telephone conversations, and stipulate that you must inform the person with whom you are speaking that the conversation is being recorded. Always obey the relevant laws and regulations of your country when using the recording feature of your Pocket PC Phone.

COPYRIGHT INFORMATION

Microsoft, MS-DOS, Windows, Windows NT, Windows Server, Windows Mobile, ActiveSync, Excel, Internet Explorer, Outlook, PowerPoint, and Word are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Important Health Information and Safety Precautions

When using this product, the safety precautions below must be taken to avoid possible legal liabilities and damages.

Retain and follow all product safety and operating instructions. Observe all warnings in the operating instructions on the product.

To reduce the risk of bodily injury, electric shock, fire, and damage to the equipment, observe the following precautions.

ELECTRICAL SAFETY

This product is intended for use when supplied with power from the designated battery or power supply unit. Other usage may be dangerous and will invalidate any approval given to this product.

SAFETY PRECAUTIONS FOR PROPER GROUNDING AND CONNECTION

CAUTION: Improper grounding when connecting the product to an associated equipment can result in a risk of electric shock.

This product is equipped with a USB cable for connecting the product to a desktop or notebook computer. Be sure your computer is properly grounded (earthed) before connecting the product to the computer. The power supply cord of a desktop or notebook computer has an equipment-grounding conductor and a grounding plug. The plug must be plugged into an appropriate outlet which is properly installed and grounded in accordance with all local codes and ordinances.

SAFETY PRECAUTIONS FOR POWER SUPPLY UNIT

- **Use the correct external power source**
  A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.
- **Handle battery packs carefully**
  This product contains a Li-ion Polymer battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60˚C (140˚F).

WARNING: DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED. TO REDUCE RISK OF FIRE OR BURNS, DO NOT DISASSEMBLE, CRUSH, PUNCTURE, SHORT EXTERNAL CONTACTS, EXPOSE TO TEMPERATURE ABOVE 60˚C (140˚F), OR DISPOSE OF IN FIRE OR WATER. REPLACE ONLY WITH SPECIFIED BATTERIES. RECYCLE OR DISPOSE OF USED BATTERIES ACCORDING TO THE LOCAL REGULATIONS OR REFERENCE GUIDE SUPPLIED WITH YOUR PRODUCT.

SAFETY PRECAUTIONS FOR DIRECT SUNLIGHT

Keep this product away from excessive moisture and extreme temperatures. Do not leave the product or its battery inside a vehicle or in places where the temperature may exceed 60°C (140°F), such as on a car dashboard, window sill, or behind a glass that is exposed to direct sunlight or strong ultraviolet light for extended periods of time. This may damage the product, overheat the battery, or pose a risk to the vehicle.

SAFETY PRECAUTIONS FOR ACOUSTIC PRESSURE

CAUTION: Using earphones or headphones and prolonged listening at high volume levels may cause permanent hearing loss.

NOTE: For France, mobile headphones or earphones (manufactured by Merry, model number EMC220) for this device have been tested to comply with the Sound Pressure Level requirement laid down in NF EN 50332-1:2000 standard as required by French Article L. 5232-1.

SAFETY IN AIRCRAFTS

Due to the possible interference caused by this product to an aircraft's navigation system and its communications network, using this device's phone function on board an airplane is against the law in most countries. If you want to use this device when on board an aircraft, remember to turn off your phone by switching to Flight Mode.

ENVIRONMENT RESTRICTIONS

Do not use this product in gas stations, fuel depots, chemical plants or where blasting operations are in progress, or in potentially explosive atmospheres such as fuelling areas, fuel storehouses, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders. Please be aware that sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

EXPLOSIVE ATMOSPHERES

When in any area with a potentially explosive atmosphere or where flammable materials exist, the product should be turned off and the user should obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Users are advised not to use the equipment at refueling points such as service or gas stations, and are reminded of the need to observe restrictions on the use of radio equipment in fuel depots, chemical plants, or where blasting operations are in progress. Areas with a potentially explosive atmosphere are often, but not always, clearly marked. These include fueling areas, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

ROAD SAFETY

Vehicle drivers in motion are not permitted to use telephony services with handheld devices, except in the case of emergency. In some countries, using hands-free devices as an alternative is allowed.

INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS

This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics.

NONIONIZING RADIATION

This product should be operated in the suggested normal condition described throughout this manual only to ensure the radiative performance and safety of the interference.
As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

GENERAL PRECAUTIONS

- **Heed service markings**
  Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside these compartments should be done by an authorized service technician or provider.

- **Damage requiring service**
  Unplug the product from the electrical outlet and refer servicing to an authorized service technician or provider under the following conditions:
  - Liquid has been spilled or an object has fallen into the product.
  - The product has been exposed to rain or water.
  - The product has been dropped or damaged.
  - There are noticeable signs of overheating.
  - The product does not operate normally when you follow the operating instructions.
- **Avoid hot areas**
  The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.
- **Avoid wet areas**
  Never use the product in a wet location.
- **Avoid pushing objects into product**
  Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.
- **Mounting Accessories**
  Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.
- **Avoid unstable mounting**
  Do not place the product with an unstable base.
- **Use product with approved equipment**
  This product should be used only with personal computers and options identified as suitable for use with your equipment.
- **Adjust the volume**
  Turn down the volume before using headphones or other audio devices.
- **Cleaning**
  Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning, but NEVER use water to clean the LCD screen.

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Chapter 1

Getting Started

1.1 Getting to Know Your Device and Its Accessories
1.2 About the USIM/SIM Card and Battery
1.3 Starting Up
1.4 The Today Screen
1.5 Using the Programs
1.6 Device Settings

1.1 Getting to Know Your Device and Its Accessories

No.	Item	Function
1	**Hardware Keyboard**	See Chapter 2 for details.
2	**MESSAGING Button**	Press to quick start your Messaging.
3	**Notification LED 1**	This LED shows a blinking Blue light for Bluetooth system notification of powered-up and ready to transmit radio frequency signal, and a blinking Green light for Wi-Fi status. When both Bluetooth and Wi-Fi are enabled, their lights blink alternately.
4	**Notification LED 2**	This bi-color LED shows Green and Amber lights for UMTS/GSM standby, UMTS/GSM message, UMTS/GSM network status, notification, and battery charging status.
5	**INTERNET EXPLORER Button**	Press to launch Internet Explorer.
6	**Second Camera**	Use this video camera for video call conversations.
7	**Jog Wheel**	When in the Today screen or using applications, scroll up or down to navigate through menus, program instructions; press the wheel to carry out selection. During a call or playing music, scroll up or down to adjust the sound volume. When receiving an incoming call, scroll down to silence the audio notification.
8	**OK Button**	Press to confirm your data entries, or to exit the program in use.
9	**VOICE COMMAND**	Press to start Voice Speed Dial; press and hold to record a voice note.
10	**Micro SD Card Slot**	In this card slot, insert a Micro SD memory card for storing data, or insert a Micro SD input/output card such as a network card.
11	**Touch Screen**	Tap the screen with the stylus to write, draw, or make a selection.
12	**VIDEO CALL Button**	After entering a phone number in the Phone program, press this button to start a video call.
13	**Left SOFT KEY**	Press to execute the command shown in the label above the button.

No.	Item	Function
14	**Right SOFT KEY**	Press to execute the command shown in the label above the button.
15	**TALK Button**	Press to answer an incoming call or dial a number.
16	**START Button**	Press to open the Start menu.
17	**Navigation Control/ ENTER**	Press this multi-directional control up, down, left, or right to move through menus and program instructions; carry out the selection by pressing the center button; press and hold a selection to choose option(s) from the shortcut menu.
18	**OK Button**	Press to confirm your data entries, or to exit the program in use.
19	**END Button**	Press to end a call or to return to the Today screen.

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2.0 MEGA PIXELS CAMERA
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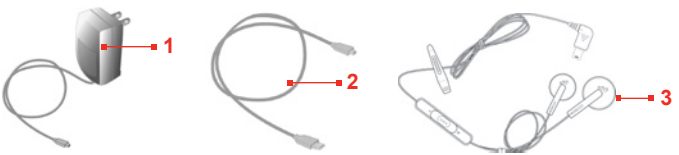
No.	Item	Function
20	**Car Antenna Connector**	Connect your phone to the car antenna while in a car to have better reception quality.
21	**Self-Portrait Mirror**	Turn the back side of your device to face yourself so that your image reflects on the mirror when taking self-portrait shots.
22	**Main Camera**	This camera takes still photos and records video clips. It provides two shooting modes: Normal mode and Macro (close-up) mode.
23	**Shooting Mode Switch**	Push the switch up for Normal mode or down for Macro mode.
24	**Flash Light**	When turned on, it illuminates your subject and allows you to capture clear photos or video even in a dark environment. It also flashes when a photo is taken.
25	**POWER Button**	Press to turn off your device temporarily. This switches your device to sleep mode. To turn it off completely, press and hold (for about 5 seconds). You can still receive calls and messages even when your device is in sleep mode. When you turn off the device completely, all functions including the phone will be unavailable for use.
26	**COMM MANAGER button**	Press to launch Comm Manager.
27	**CAMERA Button**	Press to launch the camera; press again to take a photo or video clip, depending on the specified capture mode.
28	**Stylus**	Use the stylus to write, draw, or select items on the touch screen.
29	**Strap Holder**	It lets you attach a strap for carrying your device.
30	**Infrared Port**	It lets you exchange file(s) or data with other devices wirelessly.
31	**Battery Cover Latch**	Slide this latch to release the battery cover.

No.	Item	Function
32	**Sync Connector/ Earphone Jack**	Use this connector to synchronize data by connecting the provided USB Sync cable or to recharge the battery via the provided AC adapter. You can also connect the provided USB stereo headset for hands-free conversation or for listening to audio media.
33	**RESET Button**	With the stylus, press the RESET button to soft-reset your device.
34	**Microphone**	Speak into the microphone when receiving or making a phone call or voice recording.

Accessories



No.	Accessory	Function
1	**AC adapter**	Converts AC to DC for recharging the battery.
2	**USB Sync cable**	Connects your device to a PC and synchronize data.
3	**Stereo headset**	Provides a volume control slider and a Send/End button. Press the Send/End button to pick up a call or put a call on hold; press and hold the button to end the call.

1.2 About the USIM/SIM Card and Battery

Always turn off your device before installing/replacing the battery and USIM/SIM card. Follow the instructions in the Quick Start Guide to install a 3G USIM (Uinversal IC Card) or a GSM SIM (Subscriber Identity Module) card provided by your local network service provider and to install the battery.

The USIM/SIM card contains your phone number, service details, and phonebook/message memory. Your device supports both 1.8V and 3V USIM/SIM cards. Some legacy SIM cards will not function within your device. You should consult with your service provider for a replacement SIM card. There may be fees for this service.

Your device contains a rechargeable Li-ion polymer battery. This device is designed to use only manufacturer-specified original batteries and accessories. 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 connecting ports, and your voice, data, and other program usage patterns.

Battery life estimates (approximations):

- Standby time: up to **200** hours for GSM; **180 ~ 250** hours for UMTS.
- Talk time (Screen off): **4 ~ 5** hours for GSM; **2 ~ 4** hours for UMTS.

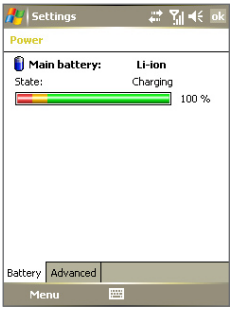
Warning! To reduce risk of fire or burns:

- 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 60oC (140oF).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery as stipulated by local regulation.

To check the battery power

Do one of the following:

- Tap the battery level icon ( ) on the Today screen.
- Alternatively, tap **Start > Settings > Systems** tab **> Power**.



Power Information

Charge the battery

New batteries are shipped partially charged. Before you start using your device, it is recommended that you install and charge the battery. Some batteries perform best after several full charge/discharge cycles. You can charge the battery in two ways:

- Connecting your device directly to an external power source.
- Connecting your device to a PC via the provided USB Sync cable.

Low battery

When the low-battery warning appears, do the following:

- Immediately save your current data.
- Synchronize with your PC or connect the power adapter to charge the battery.
- Turn off your device.

1.3 Starting Up

Turn your device on and off

To turn on your device, press the POWER button. When you turn on your device for the first time, you are asked to complete a calibration process. For more information, see “Calibrate the device”.

To turn off your device, press and hold the POWER button for a few seconds. A message will then be displayed, prompting you whether or not to turn off the device completely.

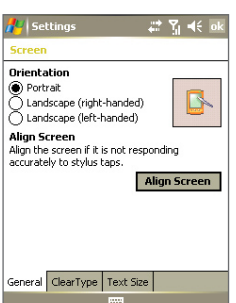
Note Quickly pressing the POWER button turns off your device temporarily and switches it to sleep mode. You will still be able to receive messages and calls while your device is in sleep mode.

Calibrate the device

Calibrating the device screen involves tapping the center of a cross with the stylus as the cross moves around the screen. This process ensures that when you tap the screen with your stylus, the tapped item is activated.

If your device does not accurately respond to screen taps, follow these steps to re-calibrate it:

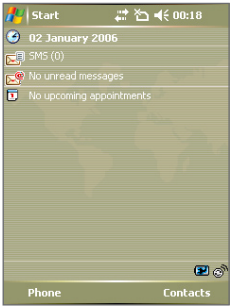
1. Tap **Start > Settings > System** tab **> Screen**.
2. On the **General** tab, tap **Align Screen**, then follow the on-screen instructions to complete the calibration.



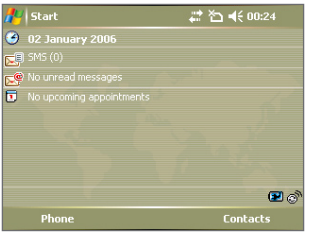
Calibrating the device

Manage screen settings

The device's display has three orientation modes: **Portrait**, **Landscape (right-handed)**, and **Landscape (left-handed)**. Portrait mode allows you to get a better view or a better operation of certain programs, while Landscape mode may be optimal for viewing lengthy files.



Portrait mode



Landscape mode

- To change the orientation, tap **Start > Settings > System** tab **> Screen**, and select the orientation you want.
- To smooth the edges of screen fonts for many programs, on the **ClearType** tab, select the **Enable ClearType** check box.
- To increase the readability or to see more content on the screen, on the **Text Size** tab, adjust the text size by moving the slider.

1.4 The Today Screen

The Today screen displays important information, such as upcoming appointments and status indicators. You can tap a section on the screen to open the associated program.

- To access the Today screen, tap **Start > Today**.
- To customize the Today screen display, including the background image, tap **Start > Settings > Personal** tab **> Today**.

1 Tap to open the Start menu.

2 Tap to view connectivity status.

3 Indicates the radio signal strength. Tap to configure the phone settings.

4 Tap to adjust device/ringer volume.

5 Displays the current time. Tap to check the current date and upcoming appointments.

6 Displays the current date. Tap to set up date, time, alarm, and more.

7 Your day at a glance with reminders. Tap to open the related program: Text messages, e-mails, voice mails and appointments.

8 Tap to open Comm Manager.

9 Indicates the battery status. Tap to open the Power Settings screen.

10 Tap to open the Phone screen.

11 Tap to open Contacts.

Indicators

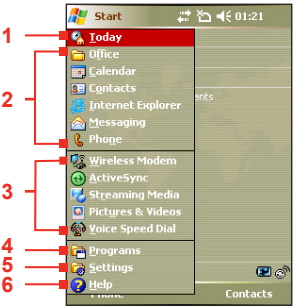
The following are some of the status icons that you may see on the device.

Icon	Description	Icon	Description
	New e-mail or text messages; SMS notification of voice mail		Roaming

Icon	Description	Icon	Description
	There are more notifications. Tap the icon to view all.		Connection is active
	Speakerphone on		Connection is not active
	Dialing while no USIM/ SIM card is inserted		Synchronization in progress
	Voice call in progress		Synchronization error
	Calls are forwarded		Wi-Fi function enabled, but device not connected to a wireless network yet
	Call on hold		Wireless network(s) detected
	Missed call		Connecting to wireless network (arrows moving); Connected to wireless network
	Maximum signal strength.		Synchronizing via Wi-Fi
	No signal		Ringer in vibration mode
	Phone is turned off		Sound on
	No phone service		Sound off
	Searching for phone service		Alarm
	3G UMTS network available		No USIM/SIM card inserted
	UMTS connecting		Comm Manager
	UMTS in use		Battery is fully charged
	GPRS (General Packet Radio Services) available		Battery power is very low
	GPRS connecting		Battery charging
	GPRS in use		Device is locked
			Device is unlocked

The Start menu

The Start menu, located at the top left corner of the Today screen, displays a list of programs. You can start a program by scrolling through the programs list and then pressing ENTER, or by tapping a program with the stylus.



1. Tap to switch to the Today screen.
2. Tap to start a program. The items displayed in the Start menu can be customized by tapping **Start > Settings > Personal** tab **> Menus**.
3. Tap to start a recently-used program.
4. Tap to view and select more programs that are installed on your device.
5. Tap to change device settings.
6. Tap to see a Help topic for the current screen.

1.5 Using the Programs

The following are some of the programs that are already installed on your device.

Icon	Description
	ActiveSync Synchronizes information between your device and a PC or the Exchange Server.
	Calculator Lets you perform basic arithmetic and calculations, such as addition, subtraction, multiplication, and division.
	Calendar Allows you to keep track of your appointments and create meeting requests.
	Camera Snaps photos or shoots video clips with accompanying audio.
	ClearVue PDF Enables you to view PDF files on your device.

Icon	Description
	Comm Manager Allows you to manage the device's connection (including Wi-Fi, Bluetooth, and ActiveSync), disconnect data services (such as GPRS), turn the phone on or off, switch to ringer/vibration mode, and enable or disable the Direct Push function.
	Contacts Allows you to keep track of your friends and colleagues.
	Download Agent Provides information about the download status and the downloaded content from the Internet.
	Excel Mobile Creates new workbooks or lets you view and edit Excel workbooks.
	File Explorer Enables you to organize and manage files on your device.
	Games Lets you play two pre-installed games: **Bubble Breaker** and **Solitaire**.
	Help Enables you to see Help topics for a program on your device.
	Internet Explorer Allows you to browse Web and WAP sites as well as download new programs and files from the Internet.
	Messaging Allows you to send and receive e-mail, MMS, and text messages.
	MIDlet Manager Enables you to download and install Java applications, such as games and tools, on your device.
	Notes Allows you to create handwritten or typed notes, drawings, and recordings.
	Phone Lets you make and receive calls, switch between calls, and set up conference calling.
	Pictures & Videos Lets you view, organize, and sort picture and video files on your device or a storage card. Captured photos are stored in the My Pictures folder, and video clips are saved in the My Videos folder of your device.
	PowerPoint Mobile Lets you view PowerPoint slides and presentations.
	Search Enables you to search contacts, data, and other information on your device.
	SIM Manager Allows you to manage the contacts that are stored on your SIM card. You can also use this program to copy SIM contents to Contacts on your device.

Icon	Description
	STK (SIM Tool Kit) Service Allows you to access information and other services offered by your wireless service provider.
	Streaming Media Allows you to stream live or on-demand video.
	Tasks Allows you to keep track of your tasks.
	Terminal Services Client Allows you to log on a PC running Terminal Services or Remote Desktop, and use all of the programs available on that PC from your mobile device.
	Voice Speed Dial Allows you to record voice tags so that you can dial a phone number or launch programs simply by speaking a word.
	Windows Media Player Lets you play back media files.
	Wireless Modem Enables your.device as an external modem for a computer via USB, Bluetooth, or infrared.
	Word Mobile Lets you create, view, and edit Word documents.
	ZIP Enables you to save memory and free up storage space on your device by compressing files in the conventional ZIP format.

1.6 Device Settings

You can adjust the device settings to suit the way you work. To see all available settings, tap **Start > Settings**, then tap the **Personal**, **System**, and **Connections** tabs located at the bottom of the screen.

Personal tab

Icon	Description
	Buttons Assigns a program to a hardware button.
	Input Sets options for each of the input methods.
	Lock Sets a password for your device.
	Menus Sets what programs will appear in the Start menu.
	Owner Information Allows you to enter your personal information on your device.
	Phone Allows you to customize phone settings such as ring tone, set a PIN number for your SIM card, and more.
	Sounds and Notifications Enables sounds for events, notifications, and more, and allows you to set the type of notification for different events.
	Today Allows you to customize the appearance and the information to be displayed on the Today screen.
	Voice Speed Dial Allows you to create voice tags for voice dialing contacts and SIM contacts as well as for launching programs.

System tab

Icon	Description
	About Allows you to specify a name for your device. Also shows the Windows Mobile version and copyright information.
	Backlight Sets the backlight timeout and brightness.
	Certificates Shows information about certificates that are installed on your device.
	Clear Storage Removes all your data and files from the memory and resets your device to factory default settings.
	Clock & Alarms Switches the device clock to the date and time of your locale or to a visiting time zone when you're traveling. Alarms can also be set at specified days and times of a week.
	Device Information Shows information about the firmware version, hardware, identity, and the duration of calls made on your device.
	Error Reporting Enables or disables the device's error reporting function. When this function is enabled and a program error occurs, technical data about the state of the program and your computer will be logged in a text file and delivered to Microsoft's technical support if you choose to send it.
	Key Lock Locks the buttons on your device except for the POWER button when the device is in sleep mode. This ensures you will not switch the device on by accident and consume unnecessary power.
	Memory Shows the device memory allocation status and memory card information. Also allows you to stop currently running programs.
	Microphone AGC Adjusts the volume of your voice automatically when you are recording.
	Power Shows the current battery level. Also allows you to set the timeout for turning off the display (switching device to sleep mode) to conserve battery power.
	Regional Settings Sets the regional language to use and the format for displaying numbers, currency, date, and time on your device.
	Remove Programs Lets you remove programs that you installed on your device.
	Screen Allows you to change the screen orientation, re-calibrate the screen, and change the screen text size.

Connections tab

Icon	Description
	Beam Enables your device to receive incoming infrared and Bluetooth beams.
	Bluetooth Turns Bluetooth on, sets your device to discoverable mode, and allows you to scan for other Bluetooth devices.
	Connections Sets up one or more types of modem connections for your device, such as phone dial-up, GPRS, Bluetooth, and more, so that your device can connect to the Internet or a private local network.
	CSD Line Type Sets the line type to use when making a circuit switch data (CSD) connection. Normally, you do not need to change the setting unless you encounter a problem on establishing a connection.
	GPRS Setting Sets the GPRS authentication method. Consult your wireless service provider first before changing this setting.
	Network Cards Allows your device to scan for available wireless networks. Also allows you to set up a network card (if you have one inserted on your device).
	Enhances the connection between the device and the computer, in situations when ActiveSync on the computer is unable to detect the device.
	Wireless LAN Shows information about the active wireless network, and allows you to customize Wi-Fi settings.

Chapter 2

Entering and Searching Information

2.1 Using the Hardware Keyboard
2.2 Input Methods
2.3 Using On-screen Keyboard
2.4 Using Letter Recognizer
2.5 Using Block Recognizer
2.6 Using Transcriber
2.7 Using Symbol Pad
2.8 Using Notes to Draw, Write, and Record Voice Notes
2.9 Searching Information

2.1 Using the Hardware Keyboard

Your device provides you with a **QWERTY** keyboard, which is similar to a standard keyboard on your PC. To use the QWERTY keyboard, slide the screen panel to the right to reveal the keyboard.

You can do the following with the QWERTY keyboard:

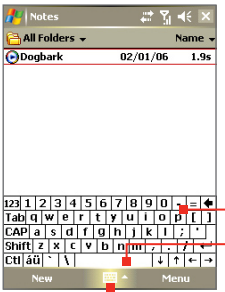
- To type lowercase letters, press the keys using your thumbs or fingers.
- To use all uppercase letters, press [•] first, then press [Cap Shift] To change back to all lowercase letters, press these buttons again.
- To use a single uppercase letter, press [Cap Shift] and then press the corresponding key.
- To enter a number or symbol (labeled in blue color), press [•] and then press the corresponding key.
- To open the Symbol Pad, press [•] and then press [Sym Tab].
- Press the Left/Right SOFT KEY [–] / [–] to perform the command shown in the label above the key.
- Press [Sym Tab] to verify your data entries or exit the program in use.
- Press [⊞] to open the Start menu.
- Press the arrow keys [←] / [PgUp ↑] / [PgDn ↓] / [→] for directional movement.
- To type accented characters (like á, ã, ç, ê, í, ó, ü, etc), press the letter key first and then, hold [•] and at the same time press the space bar [áü Space] several times until you find the correct character you need.

2.2 Input Methods

When you start a program or select a field that requires text or numbers, the Input Panel automatically becomes available. The Input Panel provides access to the various input methods available on your device, including **Block Recognizer**, **Keyboard**, **Letter Recognizer**, **Symbol Pad**, and **Transcriber**. By default, the **Input Panel** icon appears on the menu bar to indicate which input method is currently selected. The **Input Selector** arrow (appearing at the right side of the **Input Panel** icon) opens a list of available input methods.

To show or hide the Input Panel

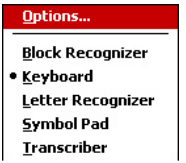
- Tap the **Input Panel** icon on the menu bar.



Input Panel (Keyboard)

Input Selector arrow

Input Panel icon



Input Methods menu

Icon	Input method
	The on-screen keyboard.
	Letter Recognizer or Block Recognizer.
	Symbol Pad
	Transcriber

2.3 Using On-screen Keyboard

The on-screen **Keyboard** is available when text entry is possible. You can enter text by tapping keys on the keyboard that are displayed on the screen.

To enter text using the on-screen Keyboard

1. In a program, tap the **Input Selector** arrow, and tap **Keyboard**.
2. Enter text by tapping keys on the on-screen Keyboard.

To enlarge the on-screen Keyboard

1. Tap the **Input Selector** arrow, then tap **Options**.
2. In the **Input method** list, select **Keyboard**.
3. Tap **Large keys**.

2.4 Using Letter Recognizer

With **Letter Recognizer**, you can write individual letters, numbers, and punctuation, which are then converted into typed text.

To use Letter Recognizer

1. From a program, tap the **Input Selector** arrow, and tap **Letter Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
   - Enter capital letters by writing in the **ABC** (left) area of the box.
   - Enter lower case letters by writing in the **abc** (middle) area of the box.
   - Enter numbers by writing in the **123** (right) area of the box.
   - Enter punctuation and symbols by tapping in either area of the box and then writing the desired character.

Note	**Letter Recognizer** is available when text entry is possible.
Tip	For help with writing characters, tap the question mark near the writing area.

2.5 Using Block Recognizer

With **Block Recognizer**, you use a single stroke to write letters, numbers, symbols, and punctuation, which are then converted into typed text.

To use Block Recognizer

1. From a program, tap the **Input Selector** arrow, and tap **Block Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
   - Enter letters by writing in the **abc** (left) area of the box.
   - Enter numbers by writing in the **123** (right) area of the box.
   - Enter symbols and punctuation by tapping in either area of the box and then writing the desired character.

Note	**Block Recognizer** is available when text entry is possible.
Tip	For help with writing characters with **Block Recognizer**, tap the question mark near the writing area.

2.6 Using Transcriber

Transcriber is a handwriting recognition program that allows you to write in cursive, print, or a combination of both. Transcriber works transparently in the background of programs, recognizing words with its integrated dictionary. When Transcriber is turned on, it interprets stylus movement anywhere on the screen as handwriting input. For more information about using Transcriber, see Help on your device.

To start Transcriber

1. Start a program that accepts user input, such as Word Mobile.
2. Tap the **Input Selector** arrow, and tap **Transcriber**. The Transcriber introductory screen appears.

To write using Transcriber

1. In a program, position the cursor where you want text to appear.
2. Use the stylus to write anywhere on the screen. The handwriting will be converted to text shortly after you lift the stylus from the screen.

To enter punctuation and symbols

Transcriber comes with an on-screen keyboard that provides an easy way to add punctuation or a special symbol to existing text.

- From a program, tap ⌨ on the Transcriber toolbar.

The keyboard remains visible until you tap the button again.

Tips

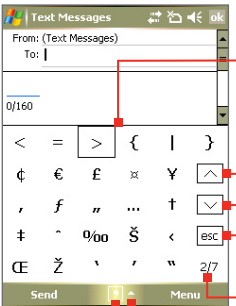
- To reposition the keyboard, tap and hold the title bar, then drag to the **desired** location.
- When no text is selected, you can also open the keyboard by doing the ↑ gesture. For more information about using Transcriber gestures, see Help on your device.

To edit text

1. In a program, draw a line across the text you want to edit.
2. After you lift the stylus from the screen, the line will disappear and the selected text will be highlighted.
3. Do either of the following:
   - Rewrite the text.
   - Use gestures to capitalize letters, insert a space, and so on. For information about using Transcriber gestures, see Help on your device.

2.7 Using Symbol Pad

Symbol Pad provides a comprehensive list of common symbols such as parentheses, braces, currency signs, and more, as well as punctuation marks and special characters.



Tap a symbol to select it.

When using the Navigation Control or the hardware keyboard, press UP, DOWN, LEFT, or RIGHT to navigate through the available symbols on-screen, then press ENTER to select a symbol.

Tap to display the previous page of symbols.

Tap to display the next page of symbols.

Tap to close the Symbol Pad without selecting any symbol.

This indicates the current page and the total number of symbol pages.

Input Selector arrow

Symbol Pad icon

To open the Symbol Pad and select a symbol

1. Create or open a document, such as a Word document.
2. To open the Symbol Pad:
   - Tap the **Input Selector** arrow, then tap **Symbol Pad**; or
   - Using the hardware keyboard, press and then press Sym Tab.
3. To browse through the pages of symbols, tap / on the Symbol Pad screen.
4. Tap a symbol to select it and close the Symbol Pad. The selected symbol will then be inserted in your document.

2.8 Using Notes to Draw, Write, and Record Voice Notes

Using **Notes**, you can draw directly on the screen, or write on the screen and save notes in your own handwriting. You can also create a stand-alone recording (voice note) or you can add a recording to a note.

For more information on what you can do with Notes, see “Notes” in Chapter 7.

2.9 Searching Information

You can search for files and other items stored in My Documents folder or on an installed storage card of your device. You can search by file name or by words located in the item. For example, you can search in e-mail messages, notes, appointments, contacts, and tasks, as well as in online Help.

To search for a file or an item

1. Tap **Start > Programs > Search**.
2. In the **Search for** field, you can:
   - Enter the file name, word, or other information you want to search for.
   - Tap the down arrow icon (▼), and from the list, select one item that you have looked for before.
3. In the **Type** field, you can tap the down arrow icon (▼) and select a data type from the list to help narrow your search.
4. Tap **Search**. The system start searching the matched files in **My Documents** folder and subfolders.
5. In the **Results** list, tap the item you want to open.

Note The storage card symbol is displayed next to the names of files saved on a storage card.

Chapter 3

Using Phone Features

3.1 Using the Phone
3.2 Making a Call
3.3 Receiving a Call
3.4 Making a Video Call
3.5 Receiving a Video Call
3.6 Smart Dialing
3.7 In-call Options
3.8 Additional Dialing Information

3.1 Using the Phone

Like a standard mobile phone, you can use your device to make, receive, and keep track of calls and send SMS/MMS messages. You can also dial directly from Contacts, and easily copy phonebook entries from your SIM card to Contacts on your device.

The Phone screen

From the Phone screen, you can access Call History, Speed Dial, and Phone settings. To open the Phone screen, do one of the following:

- Tap **Phone** on the Today screen.
- Tap **Start > Phone**.
- Press the TALK button ( ).
- Press the VIDEO CALL button ( ).

Enter your PIN

Most SIM cards are preset with a PIN (personal identification number) that is provided by your wireless service provider. You need to enter the PIN whenever you use your device.

1. Enter the preset PIN assigned by your wireless service provider.
2. Tap **Enter**.

Note If your PIN is entered incorrectly three times, the SIM card will be blocked. If this happens, you can unblock it with the PUK (PIN Unblocking Key) obtained from your wireless service provider.

Turn the phone function on and off

In many countries, you are required by law to turn off your phone while on board an aircraft. Turning off the power does not turn off the phone function.

To turn off the phone function, do one of the following:

- Tap the **Comm Manager** icon ( ) on the Today screen. On the Comm Manager screen, tap the **Phone** button to turn off the phone function.

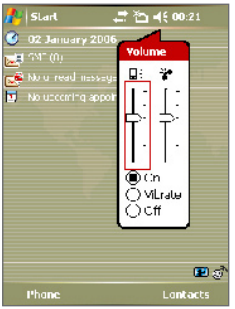
  To resume call function, turn on the phone function by tapping the **Phone** button again on the Comm Manager screen.

- Tap the **Signal** icon ( ) then tap **Turn on flight mode**. This disables all wireless radios on your device, which include the phone function, Bluetooth, and Wi-Fi.

  To resume call function, tap the **Signal** icon again then tap **Turn off flight mode**. This also restores the previous state of Bluetooth, but keeps Wi-Fi disabled.

Adjust the device volume

1. Tap the **Speaker** icon ( ).
2. Under **Volume**, do the following:
   - Adjust the phone volume ( ) or device volume ( ) by moving the slider to the desired volume level.
   - Tap **On**, **Vibrate**, or **Off** to change both the system and ringer volume settings.



Volume adjustment

Notes

- To adjust the conversation phone volume, you must do it during a call. Adjusting the volume at another time will affect the ring, notification, and MP3 sound levels.
- When you activate Vibrate mode, sound will automatically be muted and your device will vibrate when an incoming call is received. The Vibrate icon ( ) will appear in the title bar to indicate that Vibrate mode is activated.

3.2 Making a Call

With your device, you can make a call from **Phone**, **Contacts**, **Speed Dial**, **Call History**, and **SIM Manager**.

Make a call from Phone

1. Tap **Phone** or **Start > Phone** on the Today screen.
2. On the Phone screen, tap the desired phone number, and tap **Talk**.

Talk button

Phone screen

Tip

If you tap a wrong number, tap the Back arrow ( ) to erase each subsequent digit of a number. To erase the entire number, tap and hold the Back arrow.

Make a call from Contacts

Tap **Contacts** or **Start > Contacts** on the Today screen, and do one of the following:

- Press NAVIGATION up or down to select a contact, and press TALK twice (once to send the number to the Phone keypad, and once to dial the number).
- Tap the desired contact in the contacts list, and tap the phone number that you want to call.
- Tap and hold the desired contact, and on the shortcut menu, tap **Call Work**, **Call Home**, or **Call Mobile**.

To choose one of the numbers of a contact to dial

By default, the mobile telephone number (m) of a contact is dialed when you make a call from Contacts. However, you can specify that a different phone number is dialed instead.

1. Tap **Contacts** or **Start > Contacts** on the Today screen.
2. Press NAVIGATION up or down to select the contact.
3. Press NAVIGATION left or right. The letters representing the number will change as you scroll through them.

Make a call from Call History

1. On the Phone screen, tap **Call History**.
2. Tap **Menu > Filter** and tap a category.
3. Scroll to the desired contact or phone number, and tap **Call**.

Make a call from Speed Dial

Use Speed Dial to call frequently-used numbers with a single tap. For example, if you assign a contact to the location **2** in Speed Dial, you can simply tap and hold abc2 on the Phone screen to dial the contact's number. To create a Speed Dial entry for a phone number, make sure the number already exists in Contacts.

To create a Speed Dial entry

1. On the Phone screen, tap **Speed Dial**.
2. Tap **Menu > New.**
3. Tap a contact. Select the phone number that you want to add to Speed Dial.
4. In the **Location** box, select an available location for the new Speed Dial entry.

Note Location **1** is generally reserved for your voice mail, and Speed Dial will designate the next available location by default. If you want to place a phone number in a position that is already occupied, the new number will replace the number that is already there.

Tips

- To create a Speed Dial entry from Contacts, tap and hold the contact name, tap **Add to Speed Dial**, then select the phone number for which to create a Speed Dial and an available location for the new Speed Dial entry.
- To delete a Speed Dial entry, in the **Speed Dial** list, tap and hold the desired entry, and tap **Delete**.

Make a call from SIM Manager

SIM Manager allows you to view the contents of your SIM card, transfer SIM phonebook entries to Contacts on your device, and make a call from your SIM card.

To call a SIM contact

1. Tap **Start > Programs > Tools > SIM Manager**. Wait for your SIM card contents to load.
2. Tap and hold the name or phone number of the person you want to call, and tap **Call**.

3.3 Receiving a Call

When you receive a phone call, a message will appear, giving you the option to either answer or ignore the incoming call.

To answer or reject an incoming call

- To answer the call, tap **Answer**, or press TALK on the device.
- To reject the call, tap **Ignore**, or press END on the device.

To end a call

Once an incoming or outgoing call is in progress, you can tap **End** or press END on the device to hang up.

3.4 Making a Video Call

Your device allows you to make video calls when you are within a 3G network coverage area. You need to use a 3G enabled SIM card to make video calls.

To make a video call

- Press the VIDEO CALL button ( ) on your device to open the Phone screen. On the Phone keypad, tap the phone number to call, then press the VIDEO CALL button ( ) again or tap Video to start a video call.
- From Contacts, tap and hold the desired contact, and tap **Video Call**.
- From Call History, tap and hold the desired phone number or contact, and tap **Video Call**.
- In Inbox, the embedded phone number in the SMS or e-mail message will be highlighted, so that you can press the **VIDEO CALL** button ( ) to make a video call.

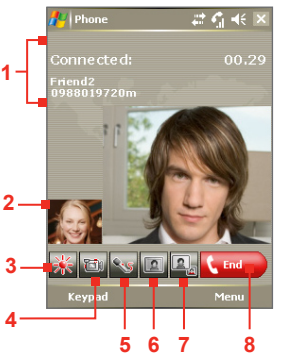
Note The other party's image will appear on the screen about 3 to 5 seconds after a connection is established, depending on the signal strength. The streaming images quality may also be influenced by the signal.

When the video call is unsuccessful, a message pops up asking you if you want to try again, make a voice call instead, or send an SMS/MMS message.

Change Video Call settings

While on a video call, you can change certain settings such as the size of the image, brightness of the image, the camera to use, and more.

The following shows the Video Call screen and control buttons during an ongoing call.



1 **Status area**. Displays your service provider name, the other party's information, and call timer.

2 **Image display area**. Displays your image and the other party's image, depending on the selected Swap Image setting.

3 **Brightness Control**. Tap to adjust the camera's brightness.

4 **Camera On/Off**. Tap to toggle between turning on/off the camera. When the camera is turned off, the image displayed depends on the Video Call options you have set. See "Set up Video Call Options" for details.

5 **Audio Mute/Unmute**. Tap to mute/unmute audio.

6 **Main/Second camera**. Tap to toggle between using the Main (back) and Second (front) camera.

7 **Swap Image**. Tap continuously to cycle through the available image display options.

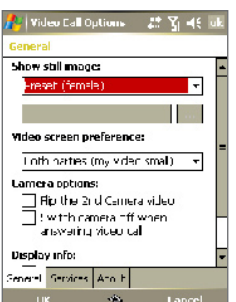
8 **End**. Tap to end the video call.

Swap Image options

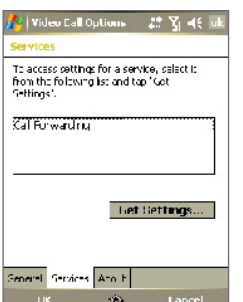
Both parties (My video small)	The other party's image is large while your image is small. This is the default setting.
Both parties (My video large)	The other party's image is small while your image is large.
Both parties (equal)	Both your image and the other party appear the same size.
Other party only	Only the other party's image is displayed.

Set up video call options

On the Phone screen, or on the screen of the ongoing video call, tap **Menu** > **Video Call Options**. You can set the following options:



Video Call Options: General tab



Video Call Options: Services tab

General tab

- **Show still image**. Select the image you want to display when you turn off the camera.
  - **Preset (female)**. Displays a female picture provided by your service provider.
  - **Preset (male)**. Displays a male picture provided by your service provider.

    - **Custom image**. Lets you use an image from file as your display picture. When this option is selected, the File Name box and the Browse button will be enabled, allowing you to select an image file.
    - **Last video frame**. Uses the last video frame before you stopped the camera as your display image.
- **Video screen preference**. To change how your image and the other party's image are displayed on the screen, select your preference from the **Video screen preference** list or tap the **Swap Image** button on the Video Call screen.
- **Camera options**:
    - **Flip the 2nd camera video**. Select this check box if you are going to show a text document to the other party using the second camera.
    - **Switch camera off when answering video call**. Select this check box to not send a video feed of yourself to the other party. Instead, the option you selected in **Show still image** will be displayed.
- **Display info**:
    - **Show call timer**. Select this check box to display the call period in the status area.
    - **Show phone number and name**. Select this check box to display the other party's phone number and name in the status area.

Services tab

To set up further calling options for Video Call, tap the **Services** tab. On the Services screen, select the desired service from the list, then tap **Get Settings** to access its settings.

3.5 Receiving a Video Call

To answer or reject an incoming video call

- To answer the video call, tap **Answer**, or press the VIDEO CALL ( ) button.
- To reject the video call, tap **Ignore**, or press END on your device.

To end a video call

Once an incoming or outgoing video call is in progress, you can press END on your device, or tap **End** to hang up.

3.6 Smart Dialing

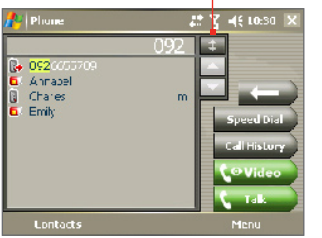
Smart Dialing is a program that makes it easy for you to dial a phone number. When you start entering numbers or characters, Smart Dialing will automatically search and sort the contact entries on the SIM card, in Contacts, and the phone numbers in Call History (including incoming, outgoing, and missed calls). You can then select the desired number or contact from the filtered list to dial.

Start Smart Dialing

Open the Phone screen, then tap the keys on the Phone keypad that correspond to the phone number or contact you want to call. Alternatively, you can use the hardware keyboard to input.

When you start entering a number or letter, the Smart Dialing panel will appear automatically on the Phone screen. You can change the panel size according to your need by tapping the arrow icon .

Tap to minimize or expand the Smart Dialing panel

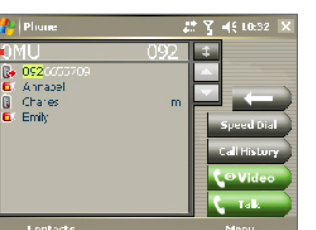


Portrait view with minimized Smart Dialing panel

Landscape view with expanded Smart Dialing panel

When you use the hardware keyboard to dial a number, the digits entered will be displayed on the right side of the entry box and the equivalent letters will appear on the left side. Whereas tapping the Phone keypad will display only the digits in the entry box.

Letters appear on the left side of the entry box when typing on the hardware keyboard



Tips on using Smart Dialing

Smart Dialing starts looking for numbers or contacts that match the sequence you have entered. Below are some tips on how to use Smart Dialing to quickly find a desired phone number or contact.

To find a phone number

- Simply enter the first one or two digits to find a phone number in Call History.
- Enter the first three digits or more if you want to find a phone number from the saved contacts on your device and SIM card.

To find a contact name

You can just enter the first letter of a contact's first name or surname. Smart Dialing will search for the letter starting from the first character of a contact name as well as from the character that appears after a space, dash, or underscore in a contact name. For example, if you tap number "2" which is associated with [a, b, c] on the Phone keypad, contact names such as the following will be considered matches: "**B**en Miller", "George **A**dams", "John-**C**arter", "**C**arter, Ellen", "Dixon, **A**llan", "Thomas_**C**lark", "Jane**C**ampbell".

If the matching list is long and you want to narrow down the search further, enter another letter. Using the same example above, if you continue to tap "3" which is associated with [d, e, f], the matching list will be narrowed down to the following names: "**Be**n Miller", "George **Ad**ams", "**C**arter, **E**llen", "**D**ixon, **A**llan".

Make a call or send a text message using Smart Dialing

1. Begin entering the first few numbers or characters.
2. In the Smart Dialing panel, browse the list by tapping the arrows (/) or pressing NAVIGATION up or down to select the desired contact or phone number. When a contact is selected, it expands to also show the corresponding phone number.
3. The highlighted item will move one line when you press NAVIGATION up or down; the highlighted item will scroll one page when you tap the arrows.

4. Do one of the following:
   - When the correct contact is selected, tap **Talk** or press the TALK button ( ) to make a voice call.
   - To make a video call, tap **Video** or press the VIDEO CALL button ( ).
   - To call a different phone number associated with the selected contact, tap and hold the selected contact, and tap the phone number you want to call.

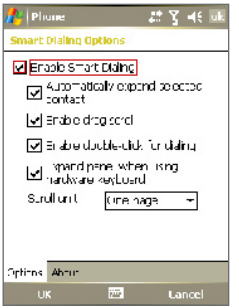
Tap and hold the contact to pop up the shortcut menu

   - To send a text message to the selected contact, tap and hold the contact, and tap **Send Text Message**.

Tip To view or edit information associated with the selected contact, tap the contact's name on the shortcut menu (applies only to entries stored in Contacts on your device).

Set up Smart Dialing

1. On the Phone screen, tap **Menu > Smart Dialing Options**.
2. On the **Options** tab, select the **Enable Smart Dialing** check box.



Smart dialing options

- Select the **Automatically expand selected contact** check box to enable a contact's name and phone number to be displayed when the contact is selected in the matching list.
- Select the **Enable drag-scroll** check box to scroll in the matched list by dragging.
- Select the **Enable double-click for dialing** check box to make a voice call by double-clicking the item in the matched list.
- Select the **Expand panel when using hardware keyboard** check box to automatically expand the Smart Dialing panel when you are using the hardware keyboard to input.
- In **Scroll unit**, you can set the amount of scrolling when tapping the arrows (/).

3.7 In-call Options

To put a call on hold

Your device notifies you when you have another incoming call, and gives you the choice of rejecting or accepting the call. If you are already on a call and accept the new call, you can choose to switch between the two callers, or set up a conference call between all three parties.

1. Tap **Answer** to take the second call, and put the first one on hold.
2. To end the second call and return to the first call, tap **End** or press END on the device.

To switch between two calls

- Tap **Swap**.

To set up a conference call

1. Either put a call on hold, and dial a second number; or, accept a second incoming call when you already have one in progress.
2. Tap **Conference**.

Note Not all service providers support conference calling. Contact your service provider for details.

To turn on and off the Speakerphone

The built-in Speakerphone on your device allows you to talk hands-free or lets other people listen to the conversation.

- During a call, tap **Speaker On**, or press and hold TALK until the speakerphone turns on. The speakerphone icon ( ) appears in the title bar.
- To turn off the speakerphone, tap **Speaker Off**, or press and hold TALK again until the speakerphone turns off.

Warning! To avoid damage to your hearing, do not hold your device against your ear when the Speakerphone is turned on.

To mute a call

You can turn off the microphone during a call, so that you can hear the caller but the caller cannot hear you.

- During a call, tap **Mute**.
- When the microphone is turned off, the mute icon ( ) appears on the screen. Tap **Unmute** to turn on the microphone again.

3.8 Additional Dialing Information

Make an emergency call

- Enter the international emergency number for your locale, and tap **Talk**.

Tip Additional emergency numbers may be included in your SIM card. Contact your service provider for details.

Make an international call

1. Tap and hold +0 on the Phone keypad until the **+** sign appears. The **+** replaces the international prefix of the country that you are calling.
2. Enter the full phone number you want to dial, and tap **Talk**. The full phone number includes country code, area code (without the leading zero, if any) and phone number.

Chapter 4

Synchronizing Information and Setting Up E-mail Security

4.1 Setting Up ActiveSync
4.2 Synchronizing Information
4.3 Synchronizing via Infrared and Bluetooth
4.4 Synchronizing Music, Video, and Pictures
4.5 Setting up E-mail Security

4.1 Setting Up ActiveSync

ActiveSync synchronizes information on your device with information on your PC, such as Outlook content. ActiveSync can also synchronize over a wireless or cellular network with Microsoft Exchange Server, if your company or service provider is running Microsoft Exchange Server with Exchange ActiveSync.

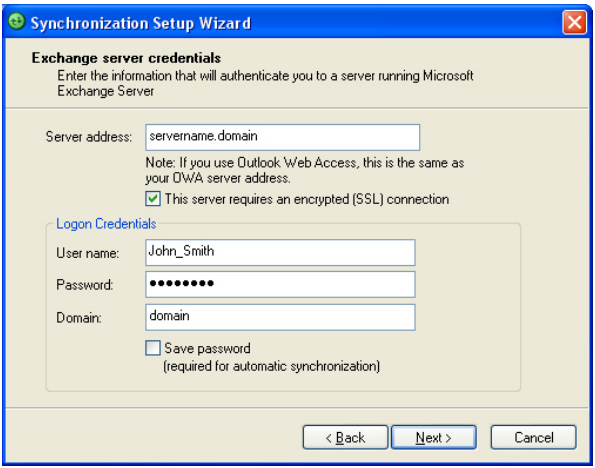
Specifically, you can use ActiveSync to:

- Synchronize information such as Outlook E-mail, Contacts, Calendar, or Tasks information, as well as media files such as pictures, video, and music between your device and your PC.
- Synchronize Outlook E-mail, Contacts, Calendar appointments, and Tasks on your device directly with Exchange Server so that you can stay up-to-date even when your PC is turned off.
- Copy files between your device and your PC without synchronizing.
- Select which types of information are synchronized and specify how much information is synchronized. For example, you can choose how many weeks of past Calendar appointments to synchronize.
- Add and remove programs on your device. For details, see Chapter 5, “Adding and Removing Programs.”

To install and set up ActiveSync on the computer

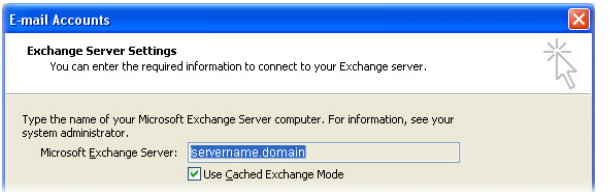
1. Install ActiveSync on your PC, as described in the Getting Started CD.
2. After ActiveSync is installed, the Synchronization Setup Wizard automatically starts when you connect your device to the PC. The wizard will guide you to create a synchronization relationship between your computer and device. Click **Next**.
3. Do not select the **Synchronize directly with a server running Microsoft Exchange Server** check box if you want to synchronize your device with a computer. Just click **Next**, then skip to step 8.

4. If you want to synchronize your device with Exchange Server, select the **Synchronize directly with a server running Microsoft Exchange Server** check box, then click **Next**.
5. On the Exchange server credentials screen, enter the Exchange server address, your user name and password, and the domain name.

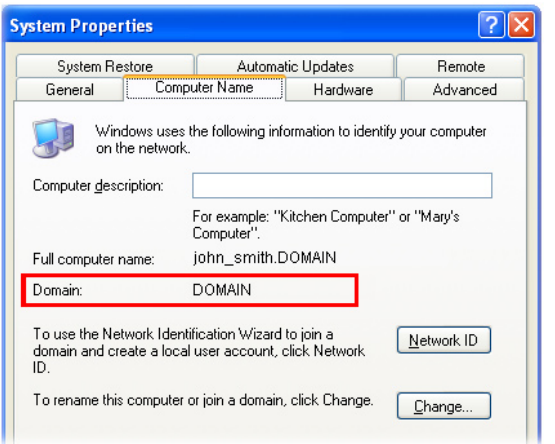


If you do not know the Exchange server address and the domain name, check with your network administrator, or do the following to find them in your computer:

- In Outlook, click **Tools > E-mail Accounts**.
- Select **View or change existing e-mail accounts**.
- Double-click **Microsoft Exchange Server**.
- On the Exchange Server Settings screen, you will see the Exchange Server name.



- To check the domain name, click **Start > Settings > Control Panel**, then double-click **System**.
- In the System Properties dialog box, click the **Computer Name** tab. You will then see the domain name.

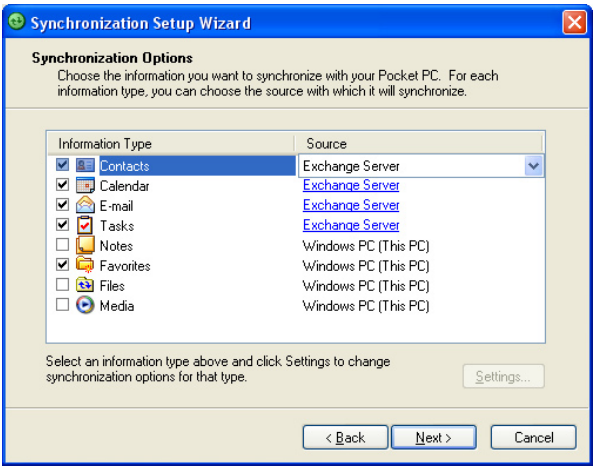


6. On your device, you also need to enter the Exchange server settings. For information about this, see “Synchronizing directly with Exchange Server.”
7. On the Synchronization Setup Wizard, click **Next**.
8. Select the information types to synchronize between your device

and computer.

If you want to synchronize your device with both your computer and Exchange Server, do the following:

- For the Contacts, Calendar, E-mail, and Tasks items, choose whether to synchronize them with the computer or with the Exchange Server. These items cannot be synchronized to both.
- Select the check boxes of the other information types if you want to synchronize them with your computer.



Information types on the PC and Exchange Server

9. Click **Next**.
10. Click **Finish**.

When you finish the wizard, ActiveSync synchronizes your device automatically. Once synchronization completes, you can disconnect your device from your PC.

4.2 Synchronizing Information

When you connect your device to the PC using a USB cable, an infrared connection, or a Bluetooth connection, ActiveSync will immediately synchronize. While your device is connected, ActiveSync synchronizes every time you make a change on either the PC or your device.

To manually start and stop synchronization

1. Connect your device to the PC:
   - To synchronize Outlook information and other local information on the PC, including media files, connect your device to the PC using Bluetooth, infrared (IR) or a cable.
   - If you are synchronizing directly with Exchange Server, you can use this connection to the PC to "pass through" to the network, or you can synchronize without connecting to the PC over a cellular network.
2. In ActiveSync, tap **Sync**. To end synchronization before it completes, tap **Stop**.

Synchronize Outlook information with the computer

If you have set up a synchronization relationship between your device and the PC, synchronization keeps Outlook information up-to-date on both your device and PC.

You can also set up your device to synchronize with more than one PC or with a combination of one or more PCs and Exchange Server. When synchronizing with multiple computers, the items that you synchronize will appear on all of the computers with which they are synchronized. For example, if you have set up synchronization with two PCs (PC1 and PC2), which have different items, and you synchronize Contacts and Calendar on your device with both computers, the result is as follows:

Location	New state
PC1	All Outlook contacts and calendar appointments that were on PC2 are now also on PC1.
PC2	All Outlook contacts and calendar appointments that were on PC1 are now also on PC2.
Pocket PC Phone	All Outlook contacts and calendar appointments from both PC1 and PC2 are on your device.

Note Outlook e-mail can be synchronized with only one computer.

To change which information is synchronized

ActiveSync synchronizes a limited amount of information by default to save storage space on your device. You can change the amount of information that is synchronized by performing the following steps.

Note Before changing synchronization settings on your device, disconnect it from your PC.

1. In ActiveSync on your device, tap **Menu > Options**.
2. Do one or both of the following:
   - Select the check box for any items you want to synchronize. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.
   - Clear the check box for any items you want to stop synchronizing.
   - To stop synchronizing with one PC completely, tap the PC and tap **Delete**.

Note To change available synchronization settings, select the type of information and tap **Settings**.

Synchronize Outlook information with Exchange Server

You can set up synchronization with Exchange Server on your device, if it is available to you through your company or wireless service provider. However, you should first gather information, such as Exchange Server name, domain name, your user name, and password, and then carry on with the steps. (For information about how to check the Exchange server name and domain on your PC, see “To install and set up ActiveSync on the computer.”)

Note Before changing synchronization settings on your device, disconnect it from your PC.

To synchronize directly with Exchange Server

1. In ActiveSync on your device, tap **Menu > Configure Server**. If you have not yet set up synchronization with Exchange Server, this appears as **Add Server Source**.
2. In **Server address**, enter the name of the server running Exchange Server, and tap **Next**.
3. Enter your user name, password, and domain, and tap **Next**. To change the rules for resolving synchronization conflicts, tap **Advanced**.
4. Select the check boxes for the types of information items that you want to synchronize with Exchange Server.
5. To change available synchronization settings, select the type of information, and tap **Settings**.
6. Tap **Finish**.

Schedule synchronization with Exchange Server

You can schedule information to be synchronized automatically between your device and the Exchange Server, or schedule synchronization at regular time intervals. Choose between these two methods, depending on your e-mail volume and which method you think is more cost-effective.

To receive e-mails and synchronize other information instantly

The **Direct Push** technology (Push E-Mail feature) enables you to receive new e-mails on your device as soon as they arrive in your Inbox on the Exchange Server. With this feature, items such as contacts, calendar and tasks are also immediately updated onto your device when these items have been changed or new entries have been added on the Exchange Server. To make Direct Push work, you need to have a GPRS connection on your device.

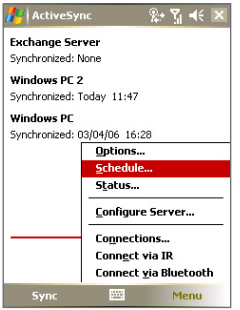
The Direct Push feature works for your device only if it is connected to a private network (corporate network) that is using Microsoft Exchange Server Service Pack 2 (SP2) with Exchange ActiveSync. You need to perform a full synchronization between your device and the Exchange Server first before Direct Push can be enabled.

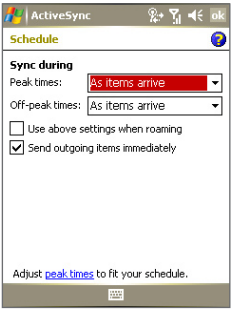
Using Comm Manager

1. On the Today screen, tap the **Comm Manager** icon ( ).
2. On the Comm Manager screen, tap the **Microsoft Direct Push** button. The button will turn to , which indicates that you will receive e-mails as they arrive.
   When the button is in the state, you need to manually retrieve your e-mails.

Using ActiveSync

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select **As items arrive** in the **Peak times** and **Off-peak times** boxes.





Note When both the GPRS and Wi-Fi connections are turned on at the same time, the Direct Push feature will always opt for GPRS, for which you could be charged as per your network operator's service plan.

To schedule synchronization at regular time intervals

You can set how often to synchronize during **Peak times** (which usually refer to your working hours) when e-mail volume is high, as well as **Off-peak times** when e-mail volume is low.

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select a shorter time interval in the **Peak times** box for you to be able to receive e-mails more frequently.
3. Select a longer interval in the **Off-peak times** box.

Tip To set the days and hours that make up your peak and off-peak times, tap **Adjust peak times to fit your schedule**.

4.3 Synchronizing via Infrared and Bluetooth

You can connect your device to the PC to synchronize using the local wireless technologies, such as infrared (IR) and Bluetooth. These technologies have almost similar but slightly different requirements.

To synchronize with a computer via infrared

1. Follow the instructions in ActiveSync Help on the computer for setting up your computer to receive infrared beams.
2. Line up the infrared (IR) ports of your device and your computer so that they are unobstructed and within close range.
3. On your device, tap **Start > Programs > ActiveSync**.
4. Tap **Menu > Connect via IR**.

To synchronize with a computer via Bluetooth

1. Follow the instructions in ActiveSync Help on the computer for configuring Bluetooth on your computer to support ActiveSync.
2. On your device, tap **Start > Programs > ActiveSync**.
3. Tap **Menu > Connect via Bluetooth**. Make sure the Bluetooth function of both your device and the computer are turned on, and

they are within close range.

4. If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your device and set up a Bluetooth partnership between your device and the computer. For more information about creating a Bluetooth partnership, see “Bluetooth partnerships” in Chapter 6.

Notes

- To preserve battery power, turn off Bluetooth when not in use.
- To connect and synchronize your device with a computer via Bluetooth, your computer must have a Bluetooth adapter or dongle.

4.4 Synchronizing Music, Video, and Pictures

If you want to carry your music or other digital media along with you while you travel, ActiveSync works with Windows Media Player to synchronize music, video, and pictures with your device.

Other than selecting the Media information type in ActiveSync to be synchronized, all media synchronization settings must be set in Windows Media Player. Before media can be synchronized, you must do the following:

- Install Windows Media Player Version 10 on the PC. (Windows Media Player 10 works only in Windows XP or later versions).
- Connect your device to the PC with a USB cable. If your device is currently connected using Bluetooth or infrared, you must end that connection before media can be synchronized.
- Insert a storage card into your device (32MB or larger is recommended).
- Set up a sync partnership between the storage card and Windows Media Player.

Change Media synchronization settings

Once you select the Media information type in ActiveSync to be synchronized, any of your favorite music, video, and picture files in Windows Media Player playlists can be synchronized. All you have to do is set up synchronization in Windows Media Player for those media files.

To set up a sync relationship with a storage card

1. On the computer, open Windows Media Player.
2. Click the **Sync** tab.
3. Select the storage card.
4. Click **Set up Sync**.
5. Choose whether to synchronize automatically or manually.

For more information about Windows Media Player on your device, see “Using Windows Media Player” in Chapter 8.

4.5 Setting up E-mail Security

Windows Mobile on your device protects your Outlook e-mails through Secure/Multipurpose Internet Mail Extension (S/MIME), which allows you to digitally sign your messages as well as encrypt them.

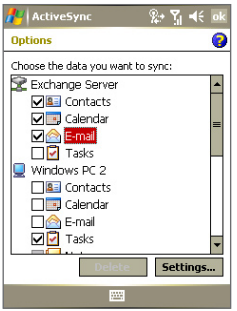
Using authorization keys and certificates, S/MIME allows you to digitally sign your e-mail messages to prove your identity to the recipients. Authorization keys are also used when encrypting messages to improve privacy and prevent undue tampering or hacking of your messages. You can encrypt a message with or without a certificate. However, to read an encrypted message, you need a valid certificate to decrypt it.

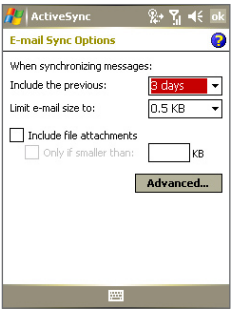
Note S/MIME encryption and digital signatures for Windows Mobile-based devices are available only with Exchange Server 2003 Service Pack 2 or a later version that supports S/MIME. If you are not using one of these products, or have not yet synchronized, these options are unavailable.

Digitally sign and encrypt all messages

ActiveSync allows you to set up S/MIME e-mail encryption and signing. You must obtain a valid certificate to sign and encrypt e-mail messages successfully.

1. Tap **Start > Programs > ActiveSync**.
2. Tap **Menu > Options**.
3. Select the **E-mail** information type, and tap **Settings**. On the E-mail Sync Options screen, tap **Advanced**.





4. Do one or both of the following:
   - To sign all your outgoing e-mail messages so that recipients can be certain that the messages were sent by you and have not been altered in any way, select the **Sign all outgoing e-mail messages** check box.
   - To encrypt all your outgoing e-mail messages so that the contents of your messages are protected from being viewed by anyone other than the intended recipients, select the **Encrypt all outgoing e-mail messages** check box.

5. Tap **Choose Certificate** to select a certificate for signing or encrypting outgoing e-mail messages.

   You can select certificates to sign or encrypt e-mail messages individually if you do not choose to sign or encrypt all outgoing e-mail. For information about signing and encrypting individual messages, see “Individually sign and encrypt a message” in Chapter 7.

Chapter 5

Managing Your Pocket PC Phone

5.1 Personalizing Your Pocket PC Phone
5.2 Adding and Removing Programs
5.3 Managing Memory
5.4 Backing Up Files
5.5 Protecting Your Pocket PC Phone
5.6 Resetting Your Pocket PC Phone

5.1 Personalizing Your Pocket PC Phone

Customize the Today screen

The Today screen shows your upcoming appointments, active tasks, and information about incoming messages. You can customize the Today screen on your device.

To customize the Today screen

1. Tap **Start > Settings > Personal** tab **> Today**.
2. On the **Appearance** tab, select the desired theme for the background of the Today screen.
3. On the **Items** tab, select the items you want to appear on the Today screen.

Tip To change the order of items displayed on the Today screen, tap the item, and tap **Move Up** or **Move Down**.

To add a custom background image

You can use one of your own pictures as the background image on the Today screen. Be aware that pictures can affect the readability of text on the Today screen.

1. Tap **Start > Settings > Personal** tab **> Today**.
2. Select the **Use this picture as the background** check box, and tap **Browse** to view a list of your picture files.
3. Tap the file name of the picture you want to use.
4. Tap **OK**.

To set options for displaying appointments on the Today screen

If you have a large number of appointments, you may want to specify the kind of appointments that are displayed on the Today screen.

1. Tap **Start > Settings > Personal** tab **> Today**.
2. Tap the **Items** tab.
3. Select **Calendar** and tap **Options**.
4. Do any of the following:

- Select **Next appointment** to show only the next appointment in your schedule, or **Upcoming appointments** to show multiple appointments.
- Clear the **Display all day events** check box if you do not want to display all-day events.

To set options for displaying tasks on the Today screen

If you have a large number of tasks, you may want to specify the kind of tasks that are displayed on the Today screen.

1. Tap **Start > Settings > Personal** tab **> Today**.
2. Tap the **Items** tab.
3. Select **Tasks** and tap **Options**.
4. Do any of the following:
   - Under **Display number of**, select the type of tasks you want to appear on the Today screen.
   - In the **Category** list, select whether to display only tasks assigned to a specific category or to display all tasks.

Customize the Start menu

You can choose which items appear in the **Start** menu.

1. Tap **Start > Settings > Personal** tab **> Menus**.
2. Select the check boxes of the items you want to appear in the **Start** menu. You can select up to seven items.

Tip You can also create folders and shortcuts to appear on the Start menu. In ActiveSync on your PC, click **Explore**. In the Mobile Device window, double-click **My Windows Mobile-Based Device > Windows > Start Menu**, then create the folders and shortcuts that you want. You will see the added items after you synchronize.

Why is the device name important?

The device name is used to identify the device in the following situations:

- Synchronizing with a PC
- Connecting to a network
- Restoring information from a backup

Note If you synchronize multiple devices with the same PC, each device must have a unique name.

To change the device name

1. Tap **Start > Settings > System** tab **> About**.
2. Tap the **Device ID** tab.
3. Enter a name.

Note The device name must begin with a letter, consist of letters from **A** to **Z**, numbers from **0** to **9**, and cannot contain spaces. Use the underscore character to separate words.

Set Date / Time / Language / Regional Options

You can set up the correct date, time, language, and regional settings according to your use.

To set the time and date

1. Tap **Start > Settings > System** tab **> Clock & Alarms > Time** tab.
2. Select the correct time zone and change the date or time.

Note During synchronization, the time on your device is updated with the time on your PC.

To set an alarm

1. Tap **Start > Settings > System** tab **> Clock & Alarms > Alarms** tab.
2. Tap **<Description>** and enter a name for the alarm.
3. Tap the day of the week for the alarm. You can select multiple days by tapping each desired day.
4. Tap the time to open a clock and set the time for the alarm.
5. Tap the alarm icon ( ) to specify the type of alarm you want. You can choose a flashing light, a single sound, a repeating sound, or vibration.
6. If you choose to play a sound, tap the list next to the **Play sound** check box and tap the sound you want.

To set the time and date for a different location

If you visit or communicate with someone in a particular time zone often, you can select it as your visiting time zone.

1. Tap **Start > Settings > System** tab **> Clock & Alarms > Time** tab.
2. Tap **Visiting**.
3. Select the correct time zone and change the time or date.

To change language and regional settings

The style in which numbers, currency, dates, and times are displayed is specified in regional settings.

1. Tap **Start > Settings > System** tab **> Regional Settings**.
2. On the **Region** tab, select your region and language.
3. The region you select determines which options will be available on the other tabs.
4. To customize settings further, tap the appropriate tabs and select the desired options.

Personal and system settings

To reassign programs or shortcuts to program buttons

Your device may come with programs already assigned to hardware buttons. You can customize these buttons to open the programs you use most, or to perform certain shortcuts such as changing the screen orientation, opening the Today screen, or opening Input Panel.

1. Tap **Start > Settings > Personal** tab **> Buttons**.
2. A list of buttons and their current assignments are displayed on the **Program Buttons** tab.
3. Tap the button you want to reassign. To help you identify the buttons, there are numbers and icons representing the original function of the button.
4. In the **Assign a program** box, tap the program or shortcut you want to assign.
5. Tap **OK**.

To increase or decrease the size of text on the screen

1. Tap **Start > Settings > System** tab **> Screen > Text Size** tab.
2. Move the slider to increase or decrease the text size.

To choose how to be notified about events or actions

1. Tap **Start > Settings > Personal** tab **> Sounds & Notifications**.
2. On the **Sounds** tab, choose how you want to be notified by selecting the appropriate check boxes.
3. On the **Notifications** tab, in **Event**, tap an event name and choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as a special sound, a message, or a flashing light.

Tip Turning off sounds and the flash light helps conserve battery power.

To adjust the speed for scrolling

Pressing and holding NAVIGATION up or down (Up/Down control) scrolls through the items in a list. Follow these steps to set the scrolling speed.

1. Tap **Start > Settings > Personal** tab **> Buttons > Up/Down Control** tab.
2. Do one of the following:
   - Under **Delay before first repeat**, move the slider to shorten or lengthen the time that elapses before scrolling begins.
   - To change the time it takes to scroll from one item to the next, under **Repeat rate**, move the slider to adjust the speed.

To find the operating system version number

- Tap **Start > Settings > System** tab **> About**.

The version of the operating system on your device is shown near the top of the About screen.

To get detailed device information

- Tap **Start > Settings > System** tab **> About**.

The **Version** tab displays important device information, including the type of processor and the amount of memory that is installed.

To make the battery last longer

- Tap on the Today screen. On the **Advanced** tab of the **Power** settings screen, you can specify when your device turns off to conserve battery power. For optimum conservation, specify 3 minutes or less.
- Use the AC adapter to plug your device into external power whenever possible, especially when using a Micro SD card or when using a modem or other peripherals.
- Adjust the backlight settings.

To adjust the brightness of the backlight

1. Tap on the Today screen.
2. On the **Power** settings screen, tap the **Backlight** link near the bottom of the screen.
3. On the **Brightness** tab, move the slider right to increase the brightness, or left to decrease the brightness.

To set the backlight to dim after a time delay

1. Tap on the Today screen.
2. On the **Power** settings screen, tap the **Backlight** link near the bottom of the screen.
3. Tap the **Battery power** tab, or the **External power** tab.
4. Select the **Turn off backlight if device is not used for** check box, and specify the time delay.

Phone settings

You can customize phone settings, such as the ring type and ring tone to be used for incoming calls, and the keypad tone to be used when entering phone numbers. Open the Phone program to customize these settings.

To change the ring tone

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Ring tone** list, tap the sound you want to use.

Tip To use custom ***.wav**, ***.mid**, ***.mp3**, or ***.wma** files as ring tones, use ActiveSync on your PC to copy the files to the /Windows/Rings folder on your device. Next, select the sound from the Ring tone list. For more information about copying files to your device, see ActiveSync Help on your PC.

To change the ring type

You can change the way that you are notified of incoming calls. For example, you can choose to be notified by a ring, a vibration, or a combination of both.

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Ring type** list, tap the desired option.

To change the keypad tone

You can change the tone you hear when entering a phone number on the keypad. If set to Long tones, the tone is heard continuously for as long as the number on the keypad is pressed. Use this setting if you are having trouble accomplishing tasks that rely on tones from your phone such as accessing messages from an answering machine. If set to Short tones, the tone is heard only for one or two seconds. If set to Off, no tone will be heard.

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Keypad** list, tap the option you want.

Phone services

Phone Services, such as Call Waiting, enable you to choose how to handle all incoming calls on your device.

To choose the services

1. Tap **Start > Settings > Personal** tab **> Phone > Services** tab.
2. Select the service you want to use, then tap **Get Settings**.

Networks

You can view available mobile phone networks, determine the order in which your device accesses another network if the current one is unavailable, and specify whether you want to change networks manually or automatically. For more information about network settings, see Help on your device.

To change phone network settings

1. Tap **Start > Settings > Personal** tab **> Phone > Network** tab.
2. By default, your device displays the current network as offered by your service provider. You can customize to set your preferred network.

To set preferred networks

1. Tap **Start > Settings > Personal** tab **> Phone > Network** tab. By default, the **Network selection** field is set to **Automatic**. However, you can set it to **Manual** to choose your own network at any point of time.
2. Tap **Set Networks**.
3. Select the networks on the **Phone: Preferred networks** screen and sort them according to your preference.
4. Tap **OK**.

5.2 Adding and Removing Programs

Before you purchase additional programs for your device, you should note the model name of your device, the version of Windows Mobile software running on it, and the type of processor. This information will help you select a program that is compatible with your device. For more information, see “To get detailed device information” and “To find the operating system version number” in this chapter.

Programs available for purchase usually include a Setup program (commonly named "setup.exe") that you must first install on your PC. You can then use ActiveSync to add programs to your device, or add a program directly from the Internet.

To add programs

1. Download the program to your PC (or insert the CD or disk that contains the program into your PC). You may see a single ***.exe** file, a ***.zip** file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select a program designed for your device and processor type.
2. Read any installation instructions or documentation that comes with the program. Many programs provide special installation instructions.
3. Connect your device to the PC.
4. Double-click the ***.exe** file.
   - If the executable file is an installation wizard, follow the instructions on the screen. Once the program has been installed on your PC, the wizard will automatically transfer the program to your device.
   - If an installation wizard does not start, you will see an error message stating that the program is valid but that it is designed for a different type of computer. You will need to copy this program to your device. If you cannot find any installation instructions for the program, use ActiveSync to copy the program file to the Program Files folder on your device.

To remove programs

You can only remove programs that you installed. Programs that come with your device cannot be removed.

1. Tap **Start > Settings > System** tab **> Remove Programs**.
2. In the **Programs in storage memory** list, select the program you want to remove, and tap **Remove**.
3. Tap **Yes**. If another confirmation message appears, tap **Yes** again.

5.3 Managing Memory

You may need to stop a program if it becomes unstable or the program memory is low.

To see how much memory is available

- Tap **Start > Settings > System** tab **> Memory**.
- On the **Main** tab, the amount of memory allocated to file and data storage versus program storage is displayed, as well as the amount of memory in use versus the available memory.

To see available storage card memory

You can see how much memory is available on a storage card that is inserted in your device.

1. Tap **Start > Settings > System** tab **> Memory**.
2. Tap the **Storage Card** tab.

Tip If you have previously inserted more than one storage card, tap the list box and then the storage card whose information you want to see.

To free up program memory

Try the following to free memory on your device:

- Close programs you are not currently using.
- Move e-mail attachments to a storage card.
- Move files to a storage card. Tap **Start > Programs > File Explorer**. Tap and hold the file, and tap **Cut**. Browse to the storage card folder and tap **Menu > Edit > Paste**.
- Delete unnecessary files. Tap **Start > Programs > File Explorer**. Tap and hold the file, and tap **Delete**.
- Delete large files. To find your largest files, tap **Start > Programs > Search**. In the **Type** list, tap **Larger than 64 KB**, and tap **Search**.
- In Internet Explorer Mobile, delete temporary Internet files and clear history information. For more information, see “Internet Explorer Mobile” in Chapter 6.
- Remove programs you no longer use.
- Reset your device.

To close a program

In most cases, programs automatically close to free needed memory, however, you can close programs manually, if you prefer.

1. Tap **Start > Settings > System** tab **> Memory > Running Programs** tab.
2. In the **Running Programs** list, tap the program you want to close, and tap **Stop**.

Tip In most programs, you can also use the keyboard shortcut **CTRL+Q** to close the program.

5.4 Backing Up Files

You can back up files to your PC using ActiveSync, or copy files to a storage card you insert into your device. Your device has an expansion slot for inserting a Micro SD card.

Using ActiveSync, you can copy or move information from the PC to your device and vice versa. Copying a file results in separate versions of a file on your device and PC. Because the files are not synchronized, changes made to one file will not affect the other.

Note If you want to automatically update information on both your device and PC, synchronize the information instead. For more information about copying and synchronizing files, see ActiveSync Help on your PC.

To copy files to a storage card

1. Push the storage card into the storage card slot until it clicks into place. The card is secure when it does not protrude from the base.
2. Tap **Start > Programs > File Explorer** and navigate to the appropriate folder.
3. Tap and hold the file you want to copy, and tap **Copy**.
4. Tap the folder list (labeled **My Documents** by default) and tap **Storage Card**.
5. Tap **Menu > Edit > Paste**.

To copy a file between your device and the PC

1. Connect your device to the PC.
2. In ActiveSync, click **Explore**, which opens the Mobile Device folder of your device.
3. To copy a file from your device to your PC:
   - In the Mobile Device folder, go to the file that you want to copy.
   - Right-click the file, then click **Copy**.
   - Locate the destination folder on your PC. Right-click the folder, then click **Paste**.
4. To copy a file from your PC to your device:
   - On your PC, navigate to the folder that contains the file you want to copy.
   - Right-click the file, then click **Copy**.
   - Right-click the destination folder under Mobile Device, then click **Paste**.

To automatically save files on a storage card

In the Word Mobile, Excel Mobile, and Notes programs, you may find it helpful to save all new documents, notes, and workbooks directly on a storage card.

1. From the program file list, tap **Menu > Options**.
2. With a storage card inserted in your device, in the **Save to** box, select the appropriate storage card to automatically save new items on the storage card.
3. Tap **OK**.

Note In the file or note list, a storage card symbol is displayed next to the names of files saved on a storage card.

5.5 Protecting Your Pocket PC Phone

There are two kinds of protection that you can set for your device:

- You can protect your SIM card from unauthorized use by assigning a PIN (personal identification number). Your first PIN will be given to you by your wireless service provider; you can change the PIN later.
- Additionally, you can prevent unauthorized access to any part of the device by using password protection. You can help keep your data more secure by requiring a password every time the device is turned on. You create your own password when you begin using your device.

To protect your SIM card with a PIN

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. Tap **Require PIN when phone is used**.
3. To change the PIN at any time, tap **Change PIN**.

Tip Emergency calls can be placed at any time, without requiring a PIN.

To protect your device with a password

1. Tap **Start > Settings > Personal** tab **> Lock**.
2. Select the **Prompt if device unused for** check box, and in the box to the right, select how long your device must be turned off before a password is required. In the **Password type** box, select the type of password you would like to use. Enter the password and, if necessary, confirm the password.

   If your device is configured to connect to a network, use an alphanumeric password for increased security for your device.
3. On the **Hint** tab, enter a phrase that will help you remember your password, but does not allow others to guess your password. The hint will be displayed after the wrong password is entered four times.
4. Tap **OK**. The next time the device is turned on, you will be prompted to enter your password.

Notes

- Each time a wrong password is entered, the device response time gets longer until the device appears to be not responding.
- If you forget your password, you must follow the instructions in this user manual to clear the memory before you can access your device.

To change your password

1. Tap **Start > Settings > Personal** tab **> Lock**. You will be prompted to enter your current password.
2. In the **Password** box, enter your new password.
3. On the **Hint** tab, enter a phrase that will help you remember your new password, but does not allow others to guess your password.
   The hint will be displayed after the wrong password is entered four times.
4. Tap **OK**.

To display owner information on the 'my info' screen

Having your contact information displayed on the 'my info' screen on startup allows for easy identification of the device in case it is lost.

1. Tap **Start > Settings > Personal** tab **> Owner Information**.
2. On the **Options** tab, select the **Identification information** check box.
3. If you want additional text displayed, tap the **Notes** tab and enter the text (for instance: Reward if found).
4. On the **Options** tab, select the **Notes** check box.
5. Tap **OK**.

Tip To display owner information on the Today screen, tap **Start > Settings > Personal** tab **> Today**. On the **Items** tab, select the **Owner Info** check box.

5.6 Resetting Your Pocket PC Phone

Occasionally, you may need to reset your device. A normal (or soft) reset of your device clears all active program memory and shuts down all active programs. This can be useful when your device is running slower than normal, or a program is not performing properly. A soft reset is also necessary after the installation of some programs. If a soft reset is performed when programs are running, unsaved work will be lost.

You can also perform a hard reset (also known as a full reset). A hard reset should be performed only if a normal reset does not solve a system problem. After a hard reset, the device is restored to its default settings — the way it was when you first purchased it and turned it on. Any programs you installed, data you entered, and settings you customized on your device will be lost. Only Windows Mobile software and other pre-installed programs will remain.

To perform a soft reset

- Use the stylus to lightly press and hold the RESET button on the bottom of your device. Your device restarts and displays the Today screen.

Warning! Always turn off your device before performing a soft reset.

To perform a hard reset

Press and hold the Left SOFT KEY and the Right SOFT KEY, and at the same time, use the stylus to press the RESET button at the bottom of your device.

Warning! Always turn off your device before performing a hard reset. Your device will be set back to factory default settings. Please ensure any additional installed programs and/or user data have been backed up before a hard reset is performed.

Chapter 6

Getting Connected

6.1 Connecting to the Internet
6.2 Internet Explorer
6.3 Using Comm Manager
6.4 Using Bluetooth
6.5 Using Wi-Fi
6.6 Using Wireless Modem
6.7 Using Terminal Services Client

6.1 Connecting to the Internet

Your device is equipped with powerful networking functions that enable you to connect to the Internet through Wi-Fi, GPRS (General Packet Radio Service) or the mobile phone network

Connecting your device to the Internet through a private or free wireless network is your best choice since this will not incur any cost. Take note, however, that using Wi-Fi on your device will drain battery power faster. For more information about setting up a Wi-Fi connection, see “Using Wi-Fi” later in this chapter.

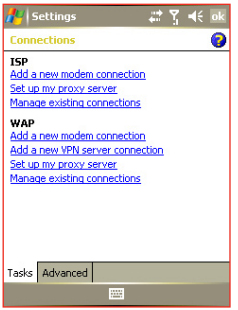
In times when you are not within the coverage of a wireless network, you can either use GPRS or phone dial-up to connect your device to the Internet or your corporate network. Your device has two groups of connection settings: **ISP** (Internet Service Provider) and **WAP**. The ISP settings are used to connect to the Internet, while WAP settings can be used to connect to any private, corporate network.

To set up a GPRS connection to the Internet

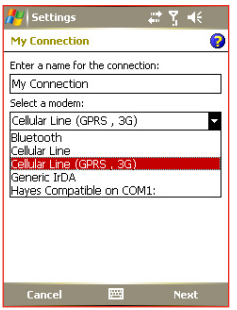
GPRS is a non-voice value-added service that allows information to be sent and received across a mobile telephone network. You can use GPRS to connect to the Internet or to send and receive MMS on your device. You will be billed per KB (Kilobyte) by your wireless service provider when you are sending or receiving information via GPRS.

If GPRS settings are not preset on your device, obtain the **Access point name** from your wireless service provider. Also, check with your wireless service provider if a user name and password are required.

1. Tap **Start > Settings > Connections** tab **> Connections**.
2. In **ISP**, tap **Add a new modem connection**.



3. On the Make New Connection screen, enter a name for the connection.
4. In the **Select a modem** list, select **Cellular Line (GPRS, 3G)**, then tap **Next**.
5. Enter the Access point name, then tap **Next**.



6. Enter the user name and password, only if required.
7. Tap **Finish**.

Notes

- To view help information for any screen, tap the help icon ( ).
- To modify your connection settings, tap **Manage existing connections** on the Connections screen, and complete the connection wizard.

To set up a dial-up connection to your ISP

When you use your device to dial up to your ISP and connect to the Internet, you will be billed by the number of minutes that you use.

To establish a dial-up connection on your device, you need the same settings that you normally use when you dial up from your computer. This includes the ISP server phone number, your user name and password.

1. Tap **Start > Settings > Connections** tab **> Connections**.
2. In **ISP**, tap **Add a new modem connection**.
3. On the Make New Connection screen, enter a name for the connection.
4. In the **Select a modem** list, select **Cellular Line**, then tap **Next**.
5. Enter the ISP server phone number, then tap **Next**.
6. Enter your user name, password, and any other information required by your ISP.
7. Tap **Finish**.

To connect to a private network

1. Obtain the following information from your network administrator:
   - Server phone number
   - User name
   - Password
   - Domain (and other required settings, such as IP address)
2. Tap **Start > Settings > Connections** tab **> Connections**.
3. In **WAP**, follow the instructions for each type of connection.
4. Complete the connection wizard, then tap **Finish**.

Note To start browsing the Internet or private network, tap **Start** > **Programs** > **Internet Explorer**.

To set up a network card

You can insert and use a network card on your device to connect directly to a local area network (LAN) at your home or workplace. Once connected, you can view the Internet or intranet, or download e-mail on your device. Ensure you purchase and configure a network card that is compatible with your device.

1. Insert the network card into your device.
2. The first time you insert the card, Network Settings will appear automatically so that you can configure the network card. If it does not appear, or to change settings later, tap **Start > Settings > Connections** tab **> Network Cards**.
3. To enter specific server information, tap the appropriate network adapter in the **Tap an adapter to modify settings** list, and then tap **Name Servers**. Most networks use DHCP dynamic IP addressing, so you should not have to change these settings unless you have been instructed to do so.
4. If necessary, connect the network card to the network by using a network cable. For information, see the documentation that came with your network card.
5. To start a connection, insert the network card, and begin using a desired program, such as Internet Explorer Mobile, to browse the Internet. Your device will connect automatically.

Note If you use your network card with two networks, such as a private network at work and one at home for the Internet, you will need to change the network to which the network card connects. Tap **Start > Settings > Connections** tab > **Network Cards**, then in the **My network card connects to** list, select **The Internet** or **Work**, depending on which network to connect the network card.

6.2 Internet Explorer

Internet Explorer is a full-featured Internet browser, optimized for use on your device.

To start Internet Explorer

- Tap **Start > Internet Explorer** or press the INTERNET EXPLORER button on your device.

To set a Home page

1. In the address bar on top of the Internet Explorer screen, enter the desired Web page address. Tap to open the Web page.
2. Tap **Menu > Tools > Options > General** tab.
3. Do one of the following:
   - To use the displayed page as the Home page, tap **Use Current**.
   - To use the default Home page, tap **Use Default**.

Tip To go to your Home page, tap **Menu** > **Home**.

To transfer favorites from your PC

You can transfer the favorites you have stored on your PC to your device by synchronizing the Internet Explorer favorites on your PC with your device.

1. In ActiveSync on your PC, on the **Tools** menu, click **Options**, and select **Favorites**.
2. In Internet Explorer on your PC, click **Favorites > Add to Favorites** and save or move favorite links to the Mobile Favorites subfolder in the Favorites list.
3. Connect your device to your PC. If synchronization does not start automatically, click **Sync**.

To add a favorite

1. In Internet Explorer Mobile, go to the page you want to add.
2. Tap and hold the page, and tap **Add to Favorites**.
3. Confirm or change the name, and select a folder for storing the favorite.

To delete a favorite or folder

1. In Internet Explorer Mobile, tap **Menu > Favorites > Add/Delete** tab.
2. Select the item you want to delete, and tap **Delete**.

To change the size of text on Web pages

- In Internet Explorer Mobile, tap **Menu > Zoom**, and tap the size you want.

To change how Web pages fill the screen

1. In Internet Explorer Mobile, tap **Menu > View**.
2. Tap one of the following:
   - **One Column**. Arranges the content into one column that is as wide as the screen. This means that you will rarely have to scroll horizontally.
   - **Default**. Maintains a layout similar to what you see on a desktop computer, but it makes items smaller and arranges the content so that you can see most of it without having to scroll horizontally.
   - **Desktop**. Keeps the same layout and size as on a desktop computer, which will require both horizontal and vertical scrolling.

To clear the History list

1. In Internet Explorer Mobile, tap **Menu > Tools > Options > Memory** tab.
2. Tap **Clear History**.

To save a picture from a Web page

1. In Internet Explorer Mobile, tap and hold the picture, and tap **Save Image**.
2. Do one of the following:
   - To save the picture in **My Pictures** on your device, tap **Yes**.
   - To save the picture in another location, such as a storage card, tap **Save As**.

To delete temporary Internet files

Your device temporarily stores Web pages that you frequently visit or have visited recently to speed up the display of these Web pages when you access them. You may want to delete these files to free storage space.

1. In Internet Explorer Mobile, tap **Menu > Tools > Options > Memory** tab.
2. Tap **Delete Files**. All pages stored on your device, including offline favorites content, will be deleted.

To set up Internet security settings

Cookies are small files containing information about your identity and preferences so that a page can tailor information to your needs. The page sends the file, and it is stored on your device.

1. In Internet Explorer Mobile, tap **Menu > Tools > Options > Security** tab.
2. To prevent Internet Explorer Mobile from accepting any cookies, clear the **Allow cookies** check box.
3. Select the check boxes for the other security options you want, and tap **OK**.

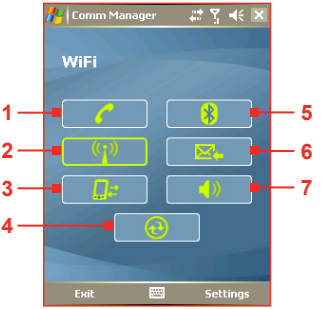
6.3 Using Comm Manager

Comm Manager acts like a central switcher that lets you enable or disable phone features as well as manage your data connections easily.

To open Comm Manager

- Tap the **Comm Manager** icon ( ) on the Today screen.
- Tap the COMM MANAGER button on your device.

Simply tap the corresponding button to enable or disable a feature.



Comm Manager screen

1 Tap to toggle between enabling or disabling the phone.

2 Tap to toggle between turning on or off Wi-Fi. Tap **Settings > Wi-Fi Settings** to configure Wi-Fi on your device. See "Using Wi-Fi" for details.

3 Tap to disconnect active data services (e.g. GPRS). You cannot reconnect data services in Comm Manager.

4 Tap to open ActiveSync so you can synchronize the device and computer. For more information about the configuration settings for ActiveSync, see Chapter 4.

5 Tap to toggle between turning on or off Bluetooth. Tap **Settings > Bluetooth Settings** to configure Bluetooth on your device. See "Using Bluetooth" for details.

6 Tap to toggle between automatically receiving (as items arrive) or manually retrieving Outlook e-mails. For more information, see "Schedule synchronization with Exchange Server" in Chapter 4.

7 Tap to toggle between turning on the phone's ringer or setting the phone to vibration/mute mode.

6.4 Using Bluetooth

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about 10 meters without requiring a physical connection. You can even beam information to a device in a different room, as long as it is within the Bluetooth signal coverage range.

Bluetooth can be used in the following ways:

- Beam information, such as files, appointments, tasks, and contact cards, between devices that have Bluetooth capabilities.
- Synchronize information between your device and computer via Bluetooth.
- Use a Bluetooth-enabled headset (or other Bluetooth-enabled hands-free device such as a car kit) with your device for hands-free phone conversations.
- Use a Bluetooth service. Once you connect to another device or computer using Bluetooth, you can locate and use any of the services available on that device.
- Create a connection between your device and another Bluetooth-enabled phone to use that phone as a modem.

Note Normally, you will need another phone as a modem only if your Pocket PC device has no integrated phone capability.

Bluetooth modes

Bluetooth on your device operates in three different modes:

- **On**. Bluetooth is turned on. Your device can detect other Bluetooth-enabled devices, but not vice versa.
- **Off**. Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth. You might want to turn the radio off at times in order to conserve battery power, or in situations where radio use is prohibited, such as on board an aircraft and in hospitals.
- **Discoverable**. Bluetooth is turned on, and all other Bluetooth-enabled devices within a range of 10 meters can detect your device.

Note By default, Bluetooth is turned off. If you turn it on, then turn off your device, Bluetooth also turns off. When you turn on your device again, Bluetooth automatically turns on.

To turn Bluetooth on and make your device discoverable

1. On your device, tap **Start > Settings > Connections** tab **> Bluetooth**.
2. Select the **Turn on Bluetooth** and **Make this device discoverable to other devices** check boxes.
3. Tap **OK**.

Bluetooth partnerships

A Bluetooth partnership is a relationship that you create between your device and another Bluetooth-enabled device in order to exchange information in a secure manner. Creating a partnership between two devices involves entering the same passkey on both devices.

Creating a partnership between two devices is a one-time process. Once a partnership is created, the devices can recognize the partnership and exchange information without entering a passkey again. Make sure the two devices are within a range of 10 meters from one another, and Bluetooth is turned on and in discoverable mode.

To create a Bluetooth partnership

1. On your device, tap **Start > Settings > Connections** tab **> Bluetooth**.
2. On the **Devices** tab, tap **New Partnership**. Your device searches for other Bluetooth devices and displays them in the box.
3. Tap the desired device name in the box.
4. Tap **Next**.
5. Specify a passkey to establish a secure connection. The passkey can be 1 up to 16 characters.
6. Tap **Next**.
7. Wait for the paired device to accept the partnership. The receiving party needs to enter the same passkey that you specified.

8. The name of the paired device is then displayed. You may edit and enter a new name for that device.
9. Select the check boxes of services that you want to use from the paired device.
10. Tap **Finish**.

To accept a Bluetooth partnership

1. Ensure that Bluetooth is turned on and in discoverable mode.
2. Tap **Yes** when prompted to establish a partnership with the other device.
3. Enter a passkey (the same passkey that is entered on the device requesting the partnership) to establish a secure connection. The passkey must be between 1 and 16 characters.
4. Tap **Next**.
5. Tap **Finish**. You can now exchange information with the paired device.

To rename a Bluetooth partnership

1. Tap **Start > Settings > Connections** tab **> Bluetooth**.
2. Tap and hold the partnership on the **Devices** tab.
3. On the shortcut menu, tap **Edit**.
4. Enter a new name for the partnership.
5. Tap **Save**.

To delete a Bluetooth partnership

1. Tap **Start > Settings > Connections** tab **> Bluetooth**.
2. Tap and hold the partnership on the **Devices** tab.
3. Tap **Delete**.

Connect a Bluetooth hands-free headset

For hands-free phone conversations, you can use a Bluetooth hands-free headset such as a car kit with your device.

Just like when connecting to any Bluetooth device, you also need to enter a passkey when connecting to a Bluetooth hands-free headset.