



*6651 Pen Computer*

# ***USER'S GUIDE***



**PN: 961-054-022**  
*Revision A*  
*June 2000*

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## FCC Computer Compliance

## ► NOTICE

This equipment meets Class B digital device limits per Part 15 of FCC Rules. These limits protect against interference in a residential area. It emits, uses, and can radiate radio frequency energy. If you do not install and use the equipment according to its instructions, it may interfere with radio signals. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning our equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the radio or television receiving antenna.
- Increase the separation between the computer equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the radio or television receiver is connected.
- Consult the dealer or an experienced radio or television technician for help.

## Antenna Requirements

## ► NOTICE

FCC rules section 15.203 and Canada's RSS-210 require that this device be operated using an antenna furnished by Intermec Technologies Corporation. The antenna coupling on this product has been designed to accept only antennas manufactured by us. Use of an antenna other than that furnished with the equipment is prohibited by FCC and Industry Canada rules.

## Canadian Computer Compliance

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

### Telephone Installation Warning Notices

The following notices apply to equipment that may be connected to telephone lines or systems. For your personal safety, and to protect this equipment from potential electrical or physical damage, do NOT connect equipment to telephone lines or data communication equipment unless the following warnings have been read, understood, and complied with.

- ▶ Never install telephone wiring during a lightning storm.
- ▶ Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- ▶ Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- ▶ Use caution when installing or modifying telephone lines.
- ▶ Avoid using a telephone (other than cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- ▶ Do not use the telephone to report a gas leak in the vicinity of the leak.

### Installation du téléphone : avertissements

Les avertissements qui suivent s'appliquent à tout équipement qui peut être branché aux lignes ou systèmes téléphoniques. Pour votre sécurité personnelle et pour protéger l'équipement de tout dommage électrique ou physique potentiel, NE PAS brancher un ordinateur tablette électronique ou ses périphériques aux lignes téléphoniques ou équipements avant que les avertissements suivants aient été lus, compris et observés :

- ▶ Ne jamais installer de câblage téléphonique pendant un orage électrique.
- ▶ Ne jamais installer de prise téléphonique dans un endroit humide à moins que la prise ait été spécifiquement conçue pour être utilisée dans les endroits humides.
- ▶ Ne jamais toucher les fils de téléphone ou de l'équipement terminal non isolés à moins que la ligne téléphonique n'ait été débranchée de l'interface réseau.
- ▶ User de prudence lors de l'installation ou de la modification de lignes téléphoniques.
- ▶ Éviter d'utiliser un téléphone (autre qu'un appareil téléphonique sans fil) pendant un orage électrique. Il pourrait y avoir un faible risque d'électrocution par la foudre.
- ▶ Ne pas utiliser le téléphone afin de signaler une fuite de gaz à proximité de la fuite.

#### ▼ CAUTION:

**Intermec Technologies Corporation suggests you buy cables from us to connect with other devices. Our cables are safe, meet FCC rules, and suit our products. Other cables may not be tested. They may cause problems from electrostatic discharge or induced energy. Our warranties do not cover loss, injury, or damage from other cables.**

#### ▼ CAUTION:

**Intermec Technologies Corporation recommends that you only purchase Norand Mobile Systems Division certified modems. Intermec does not certify all modems available in the marketplace. Intermec does not warrant noncertified modems; furthermore, these modems may cause problems from electrostatic discharge and may not conform to FCC regulations. For a list of Norand Mobile Systems Division certified modems call Customer Support at 1-800-221-9236 in United States or (country code) 800-633-6149 in Canada.**



#### **WARNING:**

***The lithium ion battery may explode if replaced incorrectly. Replace only with the same or equivalent type.***



#### **ADVERTISSEMENT:**

***La batterie au lithium peut exploser si elle est remplacée de manière incorrecte. Elle ne doit être remplacée que par une batterie identique ou similaire.***



#### **WARNING:**

***Lithium ion batteries may explode or catch fire if overcharged due to improper dock installation.***



#### **ADVERTISSEMENT:**

***Les batteries au lithium peuvent exploser ou prendre feu si elles sont trop chargées à cause d'une mauvaise installation de la station d'accueil.***



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## Where to Find Information

This manual describes your device hardware, provides an overview of the programs included, and describes how to set up communications between your device and desktop computer and the Internet. The following table is a guide to the different types of information available to help you use your device. Note that although this manual introduces the programs on your device, it does not describe them completely. For more information, see the comprehensive online Help for each program.

Information	Source
Device programs	This User Guide  -or-  Online Help on your device. Select <b>Start</b> and then <b>Help</b> .
Synchronizing and exchanging files with a desktop computer	The booklet accompanying the Microsoft® ActiveSync™ CD.  -or-  ActiveSync online Help on your desktop computer. In the ActiveSync window, click <b>Help</b> , then <b>Microsoft ActiveSync Help</b> . ActiveSync Help also includes troubleshooting information on connections.  -or-  Online Help on your device. Tap <b>Start</b> and then <b>Help</b> .
Toolbar buttons	Tap or click and hold on a toolbar button to see its name. Drag off the toolbar button before lifting to avoid activating the button.
Up-to-date information on Windows® CE-based devices	<a href="http://www.microsoft.com/windowsce/">http://www.microsoft.com/windowsce/</a>
Information on this release of Windows CE and ActiveSync	Read Me files (located in the ActiveSync folder on your desktop computer).



# Chapter 1: Getting Started

## What the INTERMEC 6651 can do

The INTERMEC 6651 uses the Microsoft Windows CE operating system, which is similar to the Microsoft Windows® 95/98 and Windows NT® 4.0 operating systems. You can use the device to perform many of the PC operations you are already familiar with, such as accessing e-mail, surfing web pages, writing letters, managing expenses, and keeping track of appointments and contacts.

The Microsoft Windows CE operating system comes standard with the following programs:

- Microsoft Pocket Word
  - Microsoft Pocket Excel
  - Microsoft Pocket PowerPoint®
  - Pocket Internet Explorer
  - Pocket Outlook® (Contacts/Calendar/Tasks/Inbox)
  - Microsoft Pocket Access
  - ActiveSync®
  - Microsoft InkWriter®
- etc.

Additional programs from SHARP in this device make your mobile life even more comfortable.

## Checking the contents

Please check the contents carefully. The package should include the following:

- Serial cable (PN: 871-012-030)
- AC adapter (PN:871-012-020)
- AC power cord (PN:851-036-010)
- CR2032 lithium backup battery ×2
- Battery pack (PN:871-012-010)
- Keyboard hard cover (packed inside the device)
- Stylus (packed inside the device)(PN:871-012-040)
- Quick Start Guide
- Declaration of Conformity

If there are problems with any of these contents, please contact your INTERMEC TECHNOLOGIES CORPORATION dealer.

# About this user guide

This user guide helps you get started using the device as soon as possible. It consists of the following chapters:

## **Chapter 1 : Getting Started**

Introduces the device and explains how to use this user guide. Quickly walks you through the device setup procedure.

## **Chapter 2 : Hardware**

Explains the hardware features of the device and its general operation.

## **Chapter 3 : Basics**

Explains the operation of the keyboard and stylus, and basic operation of Windows CE.

## **Chapter 4 : Microsoft ActiveSync**

Describes ActiveSync.

## **Chapter 5 : Microsoft Office Companion Programs**

Describes Pocket Word, Pocket Excel, Pocket Access and Pocket PowerPoint.

## **Chapter 6 : Voice Recorder and InkWriter**

Describes Voice Recorder and InkWriter.

## **Chapter 7 : Microsoft Pocket Outlook**

Describes Calendar, Contacts, Tasks and Inbox

## **Chapter 8 : Getting Connected Remotely**

Explains how to connect the device to a desktop computer, network or the Internet

## **Chapter 9 : Bundled Software**

Describes the bundled programs from SHARP.

## **Appendices**

Troubleshooting procedures, Specifications and other information about the device.

This user guide assumes that you are already familiar with Microsoft Windows 95/98 or Windows NT 4.0. If necessary, refer to the appropriate Microsoft documentation.

# Conventions used

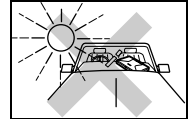
The following keyboard and symbol conventions are used in this user guide:

**BOLD** capitalized notations indicate menu names, commands, toolbar buttons, tabs in dialog boxes, dialog box titles, and items within display boxes.

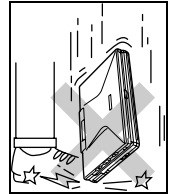
## Caring for your device

This device contains sophisticated circuitry and a glass display panel which can be damaged if not cared for properly. The following precautions should ensure your device gives you many years of reliable use.

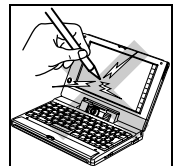
- Keep your device away from extreme heat. Do not leave it on the dashboard of a car or near a heater. Do not leave it in any place that is extremely damp or dusty.



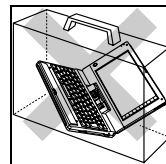
- Do not drop your device or subject it to severe impact. Bending the body can damage the circuitry. Do not use extreme force when pressing the display or keys.



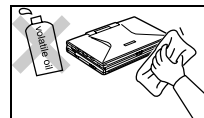
- Do not use sharp objects or your fingernails to touch the display screen. We recommend you use only the supplied stylus to tap or write on the screen.



- Hard, sharp objects can scratch your device, so ensure it is closed and/or protected when carried with other objects.

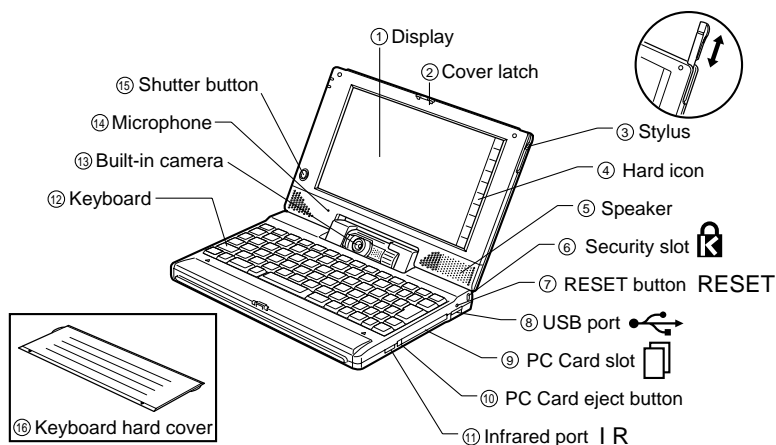


- Do not use solvents to clean your device. Use only a soft dry cloth.



- Since this product is not waterproof, do not use it or store it where fluids, for example water, can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. may also cause malfunction.
- Care should be exercised when using this device on heat sensitive surfaces or your lap as the base will get hot.
- If you force the built-in camera to rotate, you may damage it.
- When opening the display more than 180°, be careful of the following:
  - Do not forcibly rotate the display.
  - Do not rotate the display while cables are connected to the AC adapter jack, serial port, or modem jack. Further, make sure that the modem jack is closed.
- Do not leave the device with the PC card or CF card eject buttons protruding. They might break off.

## Part names and functions



① Display ② Cover latch ③ Stylus

④ Hard icon

⑤ Speaker

⑥ Security slot

⑦ RESET button

Use this button when computer operation freezes.

⑧ USB port

⑨ PC Card slot ⑩ PC Card eject button

⑪ Infrared port

⑫ Keyboard

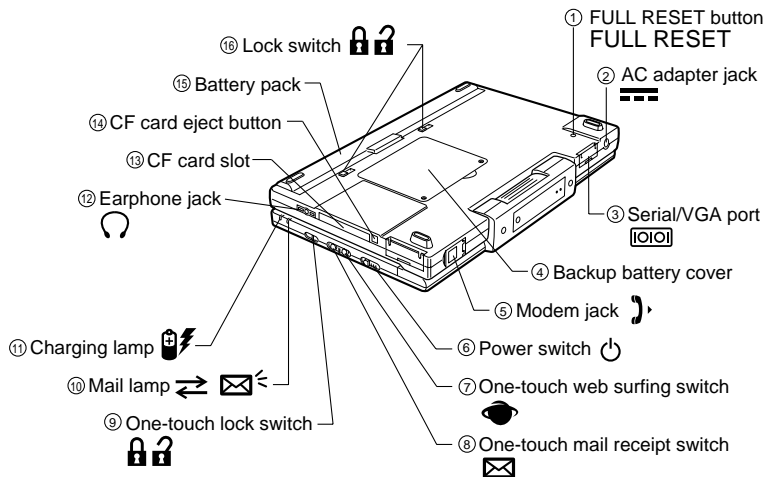
⑬ Built-in camera

⑭ Microphone

⑮ Shutter button

⑯ Keyboard hard cover

It is to be attached when the device is used as a tablet.



① **FULL RESET button**

② **AC adapter jack**

③ **Serial port**

④ **Backup battery cover**

The backup lithium battery (CR2032) is installed here.


⑤ **Modem jack**

⑥ **Power switch**

⑦ **One-touch web surfing switch**

⑧ **One-touch mail receipt switch**

⑨ **One-touch lock switch**

If this switch is in the  position, the one-touch web surfing switch and one-touch mail receipt switch will not work.

⑩ **Mail LED**

**⑪ Charging LED**

During charging, this LED flashes orange. Once charging is finished, the LED stops flashing and remains illuminated.

**⑫ Earphone jack**

**⑬ CF card slot    ⑭ CF card eject button**

**⑮ Battery pack**

**⑯ Lock switch**

# Setting Up the Device

## Important

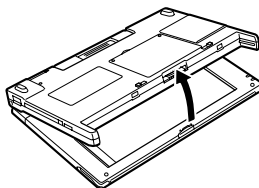
Before using the device for the first time, please perform all of the procedures explained in this section.

## Installing the Batteries

After the battery pack is installed, the lithium battery for data backup should be installed.

### Installing the battery pack

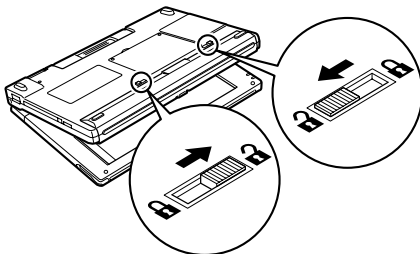
1. Place the device with the bottom up, and then open the display.



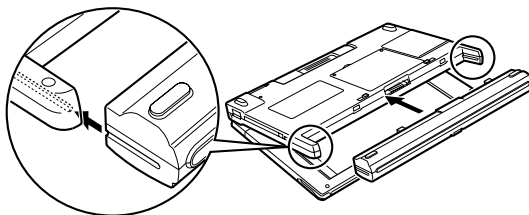
#### Note:


The battery pack cannot be installed with the display in the closed condition.

2. Slide the lock switches to the  position.



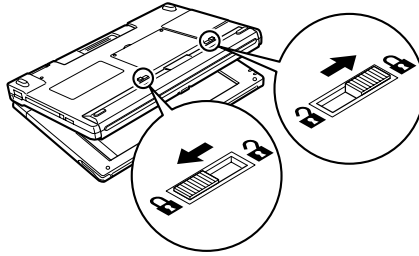
3. Align the battery pack with the rails of the main device and push it straight in.



4. Slide the lock switches to the  position.



If the lock switches cannot be moved, pull out the battery pack and then insert it again.



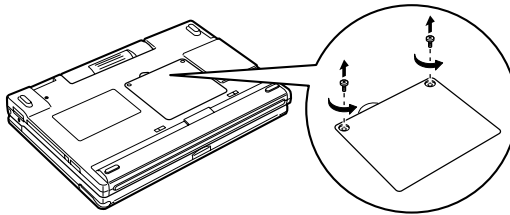
5. Close the display.

## Installing the Backup Battery

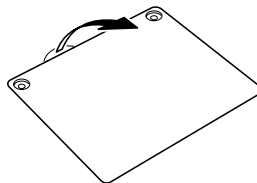
### Caution:

Be sure that you are discharged of static electricity by briefly touching a grounded metal object before beginning these procedures.

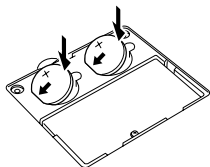
1. Confirm that the battery pack has been installed.
2. Remove the screws from the backup battery cover.



3. Insert a finger into the recess and lift up to remove the backup battery compartment cover.



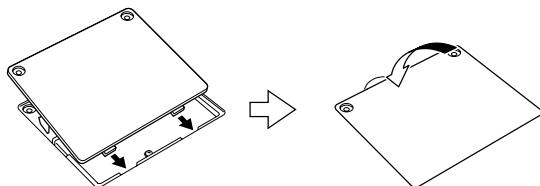
4. Install two CR2032 lithium batteries with the plus (+) side up. Press the battery to the left and press down.



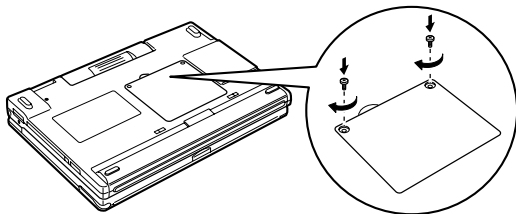
**Caution:**

Do not touch other parts in the battery compartment.

5. Return the backup battery cover to its original position.

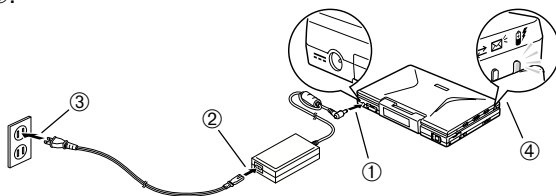


6. Attach the screws.



## Charging

1. Confirm that the power to main device is turned OFF (nothing is displayed on the screen).
2. Close the display.
3. Connect the AC adapter and the power cord to the main device in the order of ①, ② and ③.



4. After a few seconds, charging starts and the orange LED ④ starts blinking. Charging time is approximately 2.5 hours. When charging is completed, the LED stops blinking but continues to light steadily.
5. When charging is completed, disconnect the AC adapter and the power cord.

**Note:**

- Charging can be performed while the device is in use.
- When charging is completed, disconnect the AC adapter and the power cord.

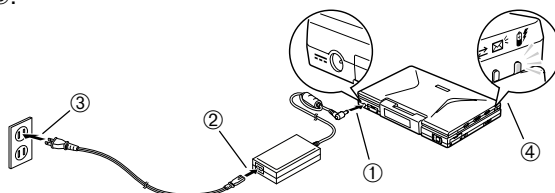
**Caution:**

Be sure to disconnect the DC power plug from the 6651 before opening the display fully, or you could damage the DC power plug or the DC input jack.

## Using AC Power Supply

Use the AC adapter to plug your device into external power whenever possible, especially when:

- Using a modem card, Ethernet card, or other peripheral.
  - Using the backlight feature of your device display.
  - Connecting to a desktop computer.
  - Letting the LED indicator flash for extended time periods.
1. Confirm that the power to main device is turned OFF (nothing is displayed on the screen).
  2. Close the display.
  3. Connect the AC adapter and the power cord to the main device in the order of ①, ② and ③.



4. Open the display and turn ON the power. When you have finished using the unit, disconnect the AC adapter and the power cord.

**Note:**

Keep the battery pack attached when AC power supply is used.

### **About power sources**

- **Caution:** When the main battery is depleted, recharge it promptly. If the depleted main battery is not recharged, the backup battery will be drained more quickly than normal. (See Battery life in “Hardware specifications”)
- The device will turn off if you ignore the low battery warning and continue to work. If this happens, the data being edited and other information may be lost, and the alarm may not function correctly.
- When you use the AC adapter, a slight humming noise may be heard. This is normal.
- After charging or prolonged use of the main battery, it may become warm. This is normal, and does not indicate any problem.

### **Caution:**

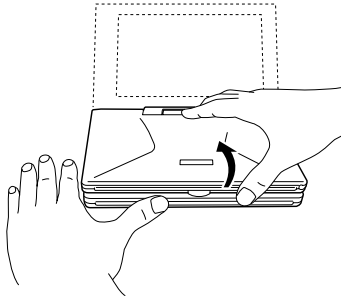
- The socket outlet must be located near the equipment and be easily accessible.
- When the AC adapter is not in use, keep it disconnected from a AC outlet.
- Do not use the AC adapter to operate other equipment, as the equipment may be damaged.
- Avoid using the AC adapter during an electrical storm. Electric shock and damage to the device from lightning is possible.
- If any fluid which has leaked from the battery enters your eyes rinse them thoroughly with water and seek medical attention immediately, or serious injury could result.

### **WARNING:**

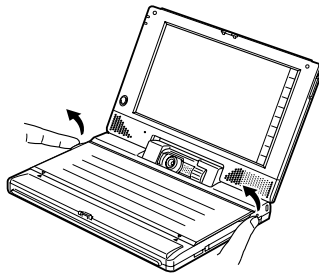
THE VOLTAGE APPLIED MUST BE THE SAME AS SPECIFIED ON THE ADAPTER. USING THE ADAPTER AT A HIGHER THAN SPECIFIED VOLTAGE IS DANGEROUS AND MAY RESULT IN A FIRE OR OTHER TYPE OF ACCIDENT, THUS DAMAGING THE ADAPTER. INTERMEC TECHNOLOGIES CORPORATION TAKES NO RESPONSIBILITY FOR ANY DAMAGE RESULTING FROM USE OF THE ADAPTER AT VOLTAGES OTHER THAN THAT SPECIFIED.

## Removing the Keyboard Hard Cover

1. Open the display.
  - Place your fingers on the tabs to the left and right of the device's central cover latch, and open the display.



2. Remove the keyboard hard cover.
  - Place your fingers on the left and right tabs (slightly jutting out), then gently lift up the keyboard hard cover and remove.



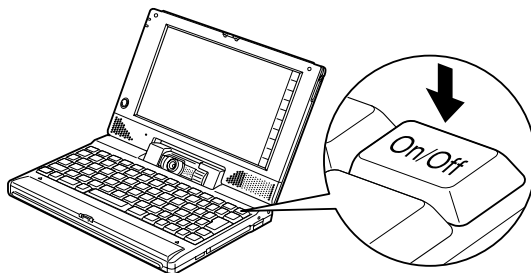
### **Note:**

- Keep the keyboard hard cover. It is reusable. Attach it when the device is used as a tablet.
- Replace the cover the same way you removed it.

## Turning ON the Power

Press the power key (On/Off) to turn on the power.

Keep pressing the power key for about 1 second to turn OFF the power.



**Note:**

The power switch can also be used to turn ON the power.

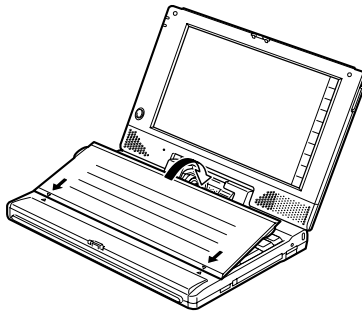
# Chapter 2: Hardware

This chapter describes how to use the various hardware features of the device.

## Attaching the Keyboard Hard Cover

When using the device as a tablet, attach the keyboard hard cover to avoid accidentally pressing the keys. Attaching the keyboard hard cover also makes the device easier to carry.

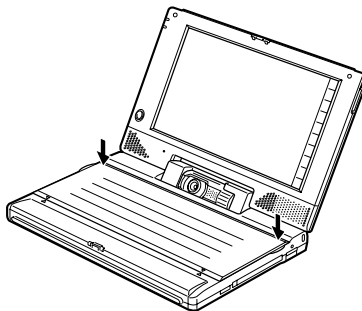
1. Being careful to place the cover right-side up, align the ▲ marks on the device with the ▼ marks on the keyboard hard cover.



### Caution:

Make sure the ▲ and ▼ marks are aligned, and that the tabs on the left and right of the keyboard hard cover are flush with the keyboard. If you install the hard cover with the tabs sticking up, you may damage them.

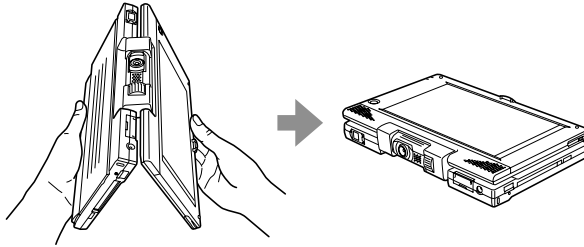
2. Confirm that the marks are aligned properly and gently press the keyboard hard cover as illustrated in the diagram.



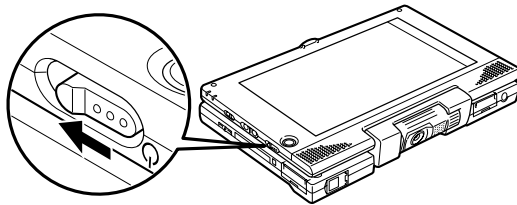
## Using as a Tablet

The display can be flipped over and the device used as a tablet. It is also possible to reverse the image displayed on the screen.

1. Turn OFF the power.
2. Turn the display carefully to transform the device into a tablet.



3. Slide the power switch to turn ON the power.  
Keep pressing the power switch to the side for about 1 second to turn OFF the power.



### Caution:

- Before the display is turned, disconnect the AC adapter, modem cable or serial cable from the rear side of the main device, and leave the cover closed. Turning the display while the cover is open will result in damage.
- Be careful not to pinch your fingers when turning the display.

### Reversing the Image

Tap the  hard icon.

The screen image is reversed and the keyboard is locked. (The power key is not locked.)

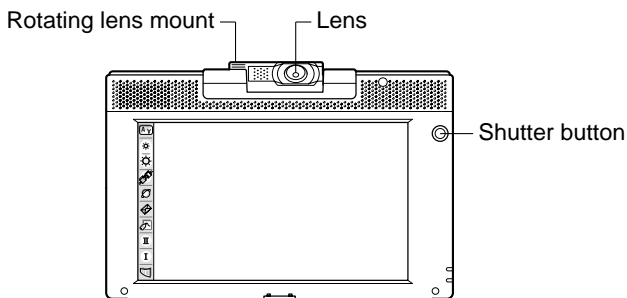


# Using the Built-in Camera


You can use the built-in camera to capture movies and still images. Since the lens mount rotates, you can point the lens outward to capture images while holding the device like a tablet, or point the lens inward to capture images of yourself.

The basic features of the built-in camera are explained here.

## Part Names



### Note:

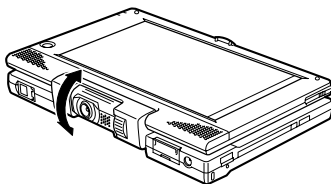
If you tap the  hard icon, the screen image is reversed and the keyboard is locked. (The power key is not locked.) Further, you can change keyboard Lock settings with Keyboard lock on the control panel.

## Basic Features

The method for adjusting the direction of the lens is explained here.

### To adjust the direction of the lens

Rotate the lens mount until it points towards the subject, then adjust the direction of the lens.



## **Cautions When Using the Built-in Camera**

- About handling the built-in camera
  - The amount of time it takes for brightness to stabilize differs depending on the temperature of the surrounding area. Please wait until the brightness stabilizes.
  - Do not point the lens towards the sun. Color may be lost and an image of the sun may be burnt into the screen.
- Important points when recording
  - When using the device in dark places, the display screen will appear grainy, but this is not a malfunction.
  - When recording moving subjects, the shapes may appear distorted, but this is not a malfunction.
  - You may see a single frame at a time, but this is not a malfunction.
  - If you point the lens toward a TV picture tube or PC display, you will see horizontal bands on the screen. Further, you will see horizontal bands on the recorded image, but this is not a malfunction.
  - The filament of an incandescent light bulb may appear black, especially in bright areas, but this is not a malfunction.
  - When the scene suddenly moves from a dark subject to a bright subject (or vice versa), it takes a few seconds for the screen to return to normal.
  - When recording movies, hold the device as steady as possible. If you shake the device, noise may enter the recording.
- Condensation
  - When this device is suddenly moved from a cold place to a hot one, water drops (condensation) form on the inside and outside of the device due to the difference in temperature. Each situation is different, but leave the device for approximately 1 hour before using to let it adjust to the surrounding temperature.
- Blurring
  - If your hand moves while pressing the shutter during recording, you will cause the image to blur and the captured photograph may become disrupted. Make sure you hold the device so that the subject appearing on the device's screen does not move during recording.
- Focusing
  - You do not need to adjust the focus. As long as you are more than 26 cm (approx. 8.8 in) from the subject, it will be in focus.
- Subjects that produce infrared rays
  - When recording subjects that produce infrared rays, such as stoves, the color may not record properly. In this case, recorded images are saved in the colors they appear on the device's screen.

# Replacing the Battery Pack

The battery pack is a consumable. When it discharges quickly after charging, the battery pack is exhausted. Replace it with a new battery pack (PN:871-012-010).

## Caution:

- Make sure you use a battery pack (PN:871-012-010) that is designed for use with this device. Other battery packs may cause fire or result in data loss.
  - When replacing the battery pack, make sure two backup batteries (for data backup) are installed. If you remove both the battery pack and the backup batteries, you will lose all of your data and settings.
1. Confirm that backup batteries are installed and that they are working. You can confirm the remaining life of the lithium battery (backup batteries) in **Power management** on the control panel.

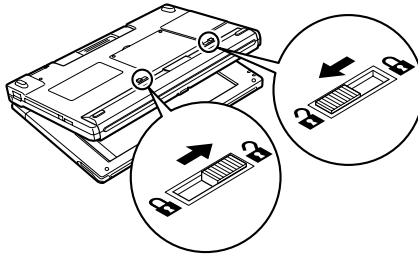
2. Turn off the power and wait approximately 3 seconds.

3. Open the display slightly, then turn the device upside down.

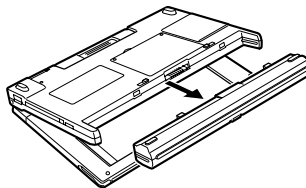
## Note:

You cannot replace the battery pack if the display is closed (locked).

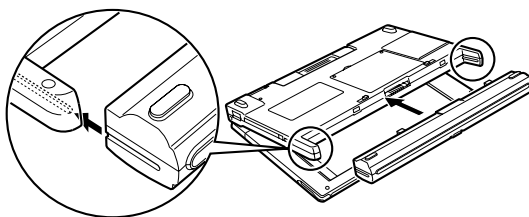
4. Slide the lock switches to the  position.




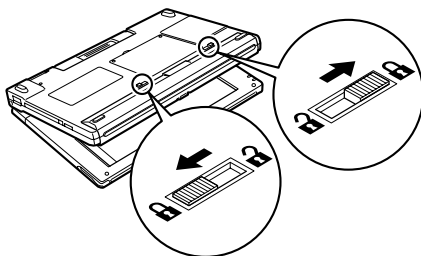
5. Remove the battery pack from the device.



6. Align the new battery pack with the rails on the device and insert it, making sure you keep it straight.



7. Slide the lock switches to the  position. If the lock switches will not move, reinsert the battery pack.



8. Turn on the power to the device and confirm that it is operating normally.

## Replacing the Backup Battery

When the backup batteries for data backup are exhausted and the message prompting you to replace them is displayed, replace them with two new type CR2032 lithium batteries. If the low battery warnings for the backup batteries and the main battery are both displayed at the same time, replace the backup batteries after you have recharged the battery pack (main battery).

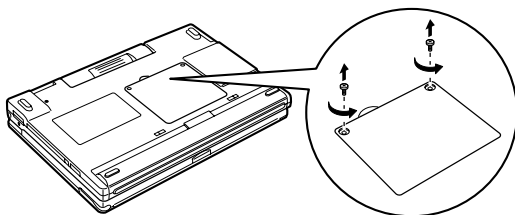
### Caution:

- Make sure you use two type CR2032 lithium batteries. Other types of lithium batteries may cause fire or harm data.
- Replace both backup batteries with new ones at the same time.
- When replacing backup batteries, make sure the battery pack is installed. If you remove both the battery pack and the backup battery, you will lose all of your data.
- Before replacing backup batteries, back up all data to a PC or memory card.
- In order to discharge static electricity stored in your body, touch a metal object with your hands before you start to replace the batteries.

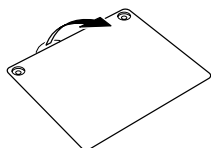
1. Confirm that the battery pack is installed and that it is working.  
Confirm battery pack (main battery) life in Power management on the control

panel.

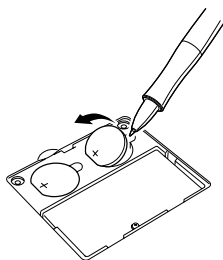
2. Turn off the power.
3. Remove the screws from the backup battery cover.



4. Place a finger in the groove and remove the backup battery cover.



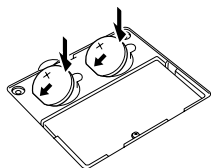
5. Remove the backup batteries with the tip of a ball pen.



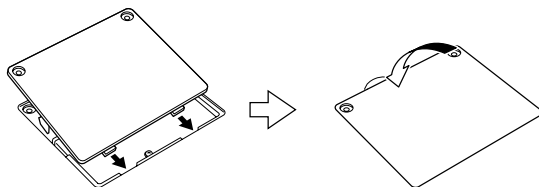
**Caution:**

- Do not touch any other parts.
- Do not use any sharp-pointed object to remove the backup batteries.

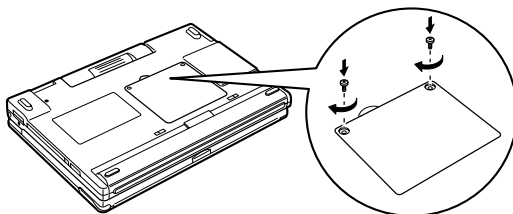
6. Place the two new backup batteries (CR2032) with the plus (+) mark in the top position and insert by pressing on the left side.



7. Replace the backup battery cover.



8. Insert the screws.



9. Turn on the power to the device and confirm that no warnings appear.

**Caution:**

- Keep batteries out of the reach of children.
- Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Discard used batteries according to the manufacturer's instructions.
- Backup battery: Replace battery with Panasonic type CR2032 only. Use of another battery may present a risk of fire or explosion. See operation manual for safety instructions.
- Backup battery: Battery may explode if mistreated. Do not recharge, disassemble or dispose of in fire.
- Leaving depleted batteries in the device may result in battery leakage and damage from corrosion.

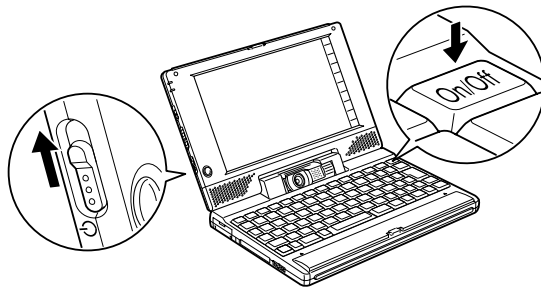
## About the Power Source

The device's power has the following features:

- When you turn on the power, the screen appears immediately.
- The power key (On/Off) and power switch perform the same operation.
- When the power is turned off, it is the same as if the device were in the suspend mode.
- If you turn on the power, the last screen displayed before the device was turned off appears again.
- If no operations are done for a fixed period of time, the device will automatically shut off (goes into the suspend mode).

### When turning on the power:

- Press the power key (On/Off).
- Press the power switch sideways.



### When turning the power back on:

After waiting about 3 seconds, press the power key or press the power switch sideways.

- When using the one-touch mail receipt and one-touch web surfing switches, wait 3 seconds after turning off the power, then press the button and turn the power back on.
- When replacing the battery pack, wait 3 seconds after the power has been turned off, then slide the lock switch across.

### When turning off the power:

- Press the power key for approximately 1 second.
- Press the power switch sideways and hold it there for approximately 1 second.
- Select the **Start** menu, then select **Suspend**.

### Caution:

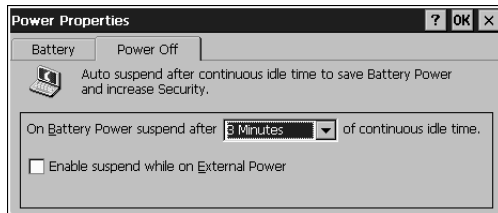
Do not turn the power on and off quickly. When a PC card is installed, it takes approximately 5 seconds for the card to be confirmed.

### Automatic power-off (suspend mode)

## Power goes off automatically when:

- You do not use the keyboard within 1 minute after turning on the power with the one-touch mail receipt or one-touch web surfing switches, or the remote control.
- During battery-powered operation, when you do not do any operations within the time specified in Power management on the control panel (default is 3 minutes).

## Setting the device to enter suspend mode



Double click on Power management in the control panel. Set the time interval in the Power off sheet of the Power management properties dialog box.

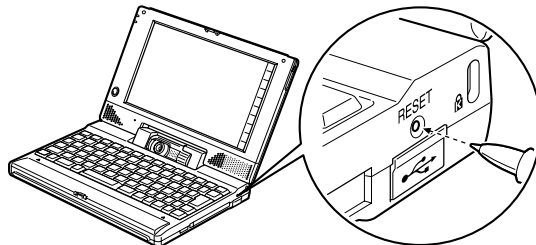
## Resetting the device

### Reset

If the device stops responding while you are using it, you can reset the device. Make sure the device is turned on, and then press the **RESET** button with the stylus.

#### Note:

The reset function will not work if the device is turned off when you press the **RESET** button.



If the problem still persists after you have reset the device, try the following (full reset) remedy.

### Full Reset

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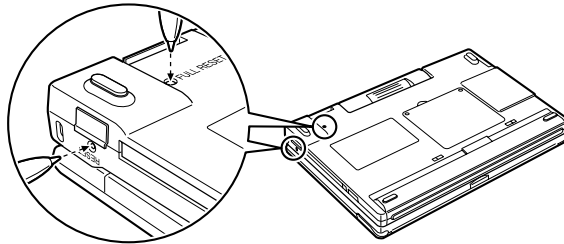
#### Caution:



The following procedure will cause all data on the device to be lost. Please perform a full back-up prior to this procedure.

---

1. Press the **RESET** button on the side of the device with the tip of the stylus or a ballpoint pen, and at the same time, press the **FULL RESET** button on the bottom of the device in a similar manner.



2. Turn on and re-setup the device using the H/PC Setup Wizard.
3. Restore your data from a backup.

**Note:**

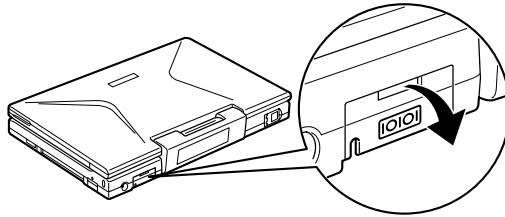
- If you forget your password after restoring a backup, you must set up your device again, using the above steps, then re-enter your password.
- We recommend that you back up data to a memory card or PC. If data is backed up, you can restore the device to its previous state even if you press the **FULL RESET** button. For details on backing up data, see Chapter 9, "Backup Tool" and Chapter 4, "ActiveSync."

## Connecting the device to your desktop computer

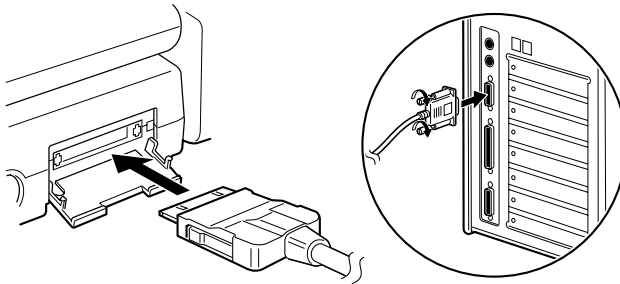
You can connect the device to your desktop computer to backup data, synchronize activities, transfer files, etc. by using Microsoft ActiveSync.

### Connecting the device to the desktop computer with the provided serial cable

1. Turn on the device.
2. Flip open the serial port cover as shown.



3. Insert the 18-pin end of the supplied serial cable into the serial port on the device.



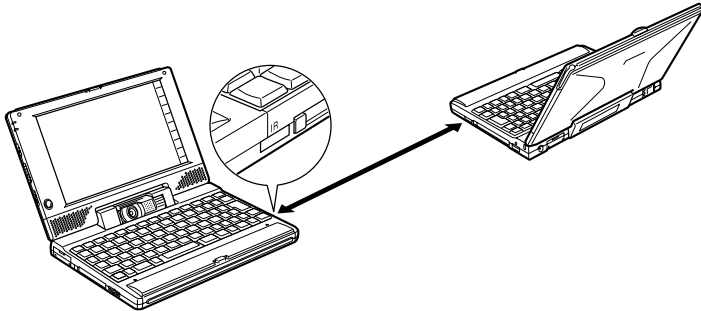
4. Insert the other end of the cable into the serial port on the desktop computer that you plan to specify when you install ActiveSync.

## Using the infrared port for file transfer

You can use the built-in infrared port to transfer files (using Windows Explorer) and communicate with other handheld notebook and desktop PCs compliant with the IrDA (115.2 kbps) standards.

Make sure both devices are turned on, then take the following steps:

1. Align the two devices so that their infrared ports are facing each other.



2. From the sending device, tap to select the data of Contacts or the file.
3. On the receiving device, tap **Receive** from the **File** menu.
4. On the sending device, tap **Send** from the **File** menu, or tap **Infrared Recipient** from **Send To** of the **File** menu. Start sending the data.

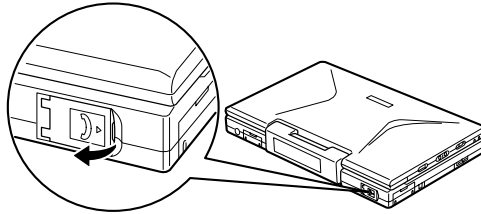
## Using the Built-in Modem

(Model with built-in modem may not available in some countries)

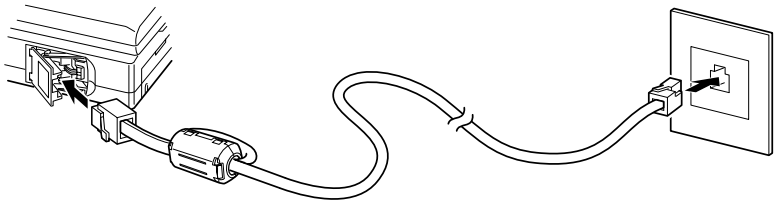
You can use the built-in modem to perform fax and data transmission.

Connect the built-in modem to an analog telephone line as follows:

1. Using your finger, gently open the modem port.



2. Insert one end of the modular phone cable into the modem jack.



3. Insert the other end of the modular phone cable into a telephone outlet.

**Note:**

- Before using the built-in modem for communication, check that it is set up in Windows CE.
- When opening the display more than 180°, be sure to close the modem jack. Leaving it open may damage it.

## Safety Warning on Built-in Modem

- Never install telephone wiring during a lightning storm.
- Never install a modular jack in a wet location unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone cables.
- Avoid using the modem over a telephone line during an electrical storm. Electronic shock and main device damage from lightning is possible.
- This Modem is designed for use with analog telephone systems only. Use with digital telephone systems, often found in offices and hotels, may cause permanent damage. You need to be sure the line you are connecting to is an analog line. Please check with the facilities manager before communicating.
- Do not use the Modem to report a gas leak in the vicinity of the leak.

## Using a PC Card

### Caution:

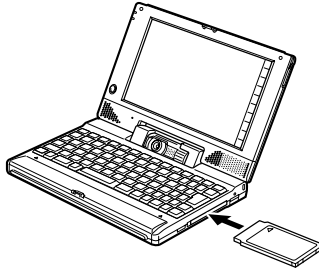
- Not all PC Cards will work with the device. Be sure to use only recommended PC Cards. Using non-recommended PC Cards may cause problems such as damage to the device or the PC Card.  
Contact your local dealer for more information on recommended PC Cards.
- Some PC Cards, such as the Memory Card, consume a great deal of power. When using such PC Cards, we recommend you use the AC adapter whenever possible.
- Depending on the battery level, the display may turn off without displaying any warning message (such as a low battery warning) when it is used with certain PC Cards that use a great deal of power, such as the Memory Card.

## Inserting a PC Card

Insert the PC Card into the slot as far as it will go. Make sure the PC Card is facing up. If the card will not go in, check the orientation. Never force the card as it may cause damage to the device or the card itself.

1. Turn off the device.

2. Insert the PC Card.



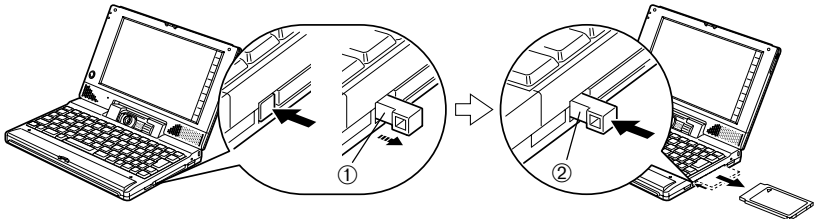
3. Swing closed in the PC Card eject button.

**Caution:**

When using the device as a tablet, the orientation for PC card insertion is the reverse of that when using the device as a keyboard.

## Removing a PC Card

1. Close all applications accessing or otherwise utilizing data on the inserted PC Card.
2. Turn off the device.
3. Press the EJECT button so that it pops out of the device (①), then push the button in again (②) to eject the PC card.



**Note:**

Push the EJECT button until you hear it click. If you do not, the EJECT button will be left protruding from the device.

## Using the Compact Flash (CF) Card

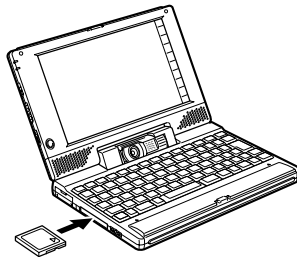
### Caution:

- Not all CF Cards will work with the device. Be sure to use only recommended CF Cards. Using non-recommended CF Cards may cause problems such as damage to the device or the CF Card.  
Contact your local dealer for more information on recommended CF Cards.
- Some CF Cards, such as the Memory Card, consume a great deal of power. When using such CF Cards, we recommend you use the AC adapter whenever possible.

Depending on the battery level, the display may turn off without displaying any warning message (such as a low battery warning) when it is used with certain CF Cards that use a great deal of power, such as the Memory Card.

### Inserting a CF Card

1. Turn off the device.
2. Insert the CF Card.

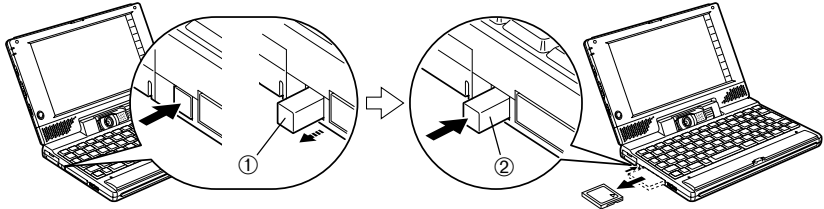


### Caution:

When using the device as a tablet, the orientation for CF card insertion is the reverse of that when using the device as a keyboard.

## Removing a CF Card

1. Close all applications accessing or otherwise utilizing data on the inserted CF Card.
2. Turn off the device.
3. Press the Eject button so that it pops out of the computer (①), then push the button in again (②) to eject the CF card.



### Note:

Push the EJECT button until you hear it click. If you do not, the EJECT button will be left protruding from the device.

## Connecting to USB Devices

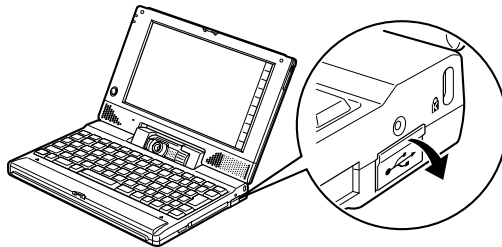
You can connect to USB (Universal Serial Bus) peripheral devices, such as a mouse, floppy disk drives, printers, and so on.

### Note:

- You can install or remove USB peripheral devices while the device's power is turned on.
- When using USB devices, you must use driver software that is compatible with the device.

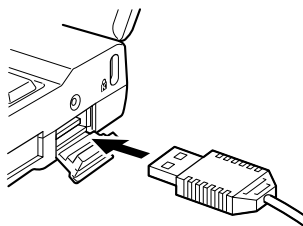
## Connecting to USB Devices

1. Open the USB connector  cover.





2. Connect the USB device cable to the USB connector.



**Caution:**

Make sure you align the pins on the cable with the pin-holes on the connector. If you force the cable to connect when it is not aligned properly, you may damage the cable or the connector.

**Note:**

- If a warning appears while you are using a USB device, follow the directions on the screen.
- Some devices do not require driver software, such as the mouse.

## Removing USB Devices

Remove the USB device cable from the device and close the cover.

## Using the Printer

You can communicate with the printer through a USB port, serial port, or built-in infrared port.

You can print from the following software:

- Pocket Word
- Pocket Excel
- Pocket Access
- Pocket Outlook (Inbox, Calendar, Contacts, and Tasks)

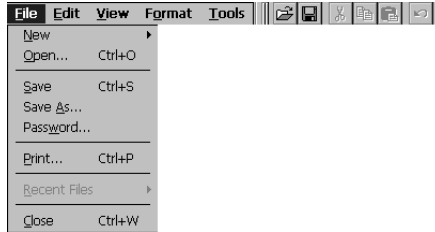
**Note:**

- For details on how to connect the printer to the device, refer to the printer's instruction manual.
- Because print functions for software other than those listed above do not exist, you cannot print directly from other software.
- You can use the built-in infrared port to send Image Editor files to printers that support IrTran-P.

## Printing

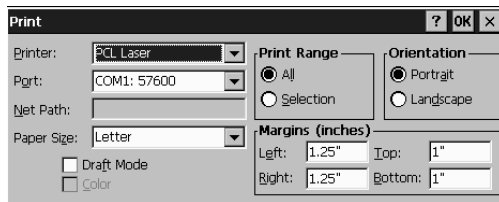
As an example, this section explains the procedure for printing Pocket Word data on a printer connected to a serial port.

1. Start up Pocket Word.
2. Select **Print** from the **File** menu.



The Print dialog box appears.

3. Make Printer, Port, and Paper size settings, then tap the **OK** button.



- When using the serial port, select Port, COM1:9600.
- When using the built-in infrared port, select Port, IRDA.
- When using a USB port, select Port, USB.

Printing starts.

## Connecting an External CRT


You can use an optional monitor cable (PN: 871-012-030) to connect the device to the external CRT (hereafter referred to as CRT) and display the device screen on the CRT.

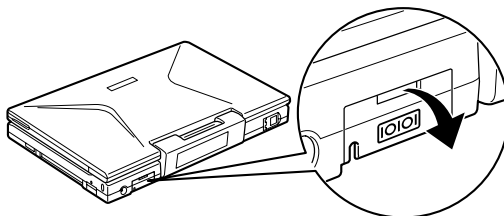
### Note:

- CRTs that can be connected with a monitor cable include LCDs (analog interface connection), projectors and so forth that meet the following conditions.

Mode	Horizontal scanning frequency	Vertical scanning frequency
800 × 600 dots	37.4KHz	60Hz
800 × 480 dots	37.4KHz	60Hz
640 × 480 dots	30.0KHz	60Hz

- Input interface: analog RGB, 15-pin (mini D-sub, 15-pin)
- The CRT displays the same screen as that which appears on the device. If you connect the cable and turn on the power, it will be displayed at 800 × 600 dots on the CRT.
- With Microsoft Pocket PowerPoint, you can display a slide show on the CRT while operating from the device. Select External display (800 × 600) or External display (640 × 480) from the Tool menu's Slide show settings. However, when the screen is reversed, you cannot display this.

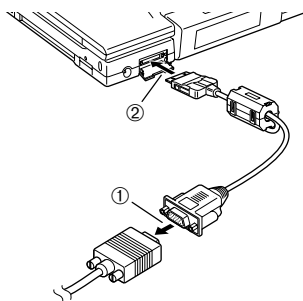
1. Turn off the power to the device and CRT.
2. Open the connector cover  .



### Caution:

Do not open the cover from the bottom. If you force the cover open, you may damage it.

3. Insert and fix the cable connected to the CRT firmly into the monitor cable ① then connect it to the device ②.



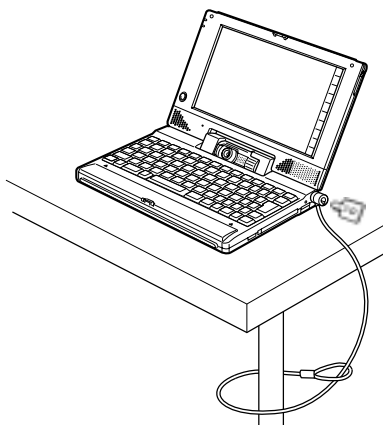
4. Turn on the power to the CRT and the device. The screen displayed on the device is displayed on the CRT.

**Note:**

If nothing is displayed on the CRT, turn the device off and back on again.

## Security Features

To prevent theft, you can connect a retail Kensington Notebook MicroSaver Security Cable to the security slot  on the device.




**Caution:**

Do not connect the Kensington Notebook MicroSaver Security Cable while any USB device is connected, as this will damage the USB connector.

# Chapter 3: Basics

## Entering Information and Selecting Objects

Your device comes with a keyboard, touch screen, and stylus. You use the keyboard just as you do on your desktop computer. The stylus and touch screen replace the pointing device (such as a mouse); you select and move objects on the screen by tapping and dragging them with the stylus. The stylus also allows you to write on the screen just as you do with a pen and paper.

 **Tip:** If you have difficulty accurately selecting objects with your stylus, press **CTRL+ALT+ +** (PLUS key) to calibrate the screen.

## Programs

The Windows CE programs that come with your device are stored in ROM (read-only memory) and cannot be removed or lost. You can install additional programs that will be placed in RAM (random access memory). The following software is provided as standard with the Microsoft Windows CE operating system.







Program	Description
Calendar	Keep track of your appointments and create meeting requests.
Contacts	Keep track of your friends and colleagues.
Inbox	Send and receive e-mail.
Tasks	Keep track of your tasks.
Microsoft Pocket Access	View ODBC databases and create Access information.
Microsoft Pocket Excel	View and create Excel documents.
Microsoft Pocket PowerPoint	Present PowerPoint® presentations.
Microsoft Pocket Word	View and create Word documents.
ActiveSync	Initiate synchronization with your desktop computer from your device.
PC Link	Initiate a connection with your desktop computer.
Remote Networking	Set up connections with other computers or the Internet.
Terminal	View and download files from a bulletin board or send and receive e-mail.







Program	Description
Microsoft Voice Recorder	Record your spoken ideas.
Microsoft InkWriter®	Create handwritten or typed notes and drawings.
World Clock	Set the date, time, and alarm for your home city and the city you are visiting.
Calculator	Perform calculations.
Solitaire	Entertain yourself while on the road.

**Note:**

For details on additional software provided by SHARP, see Chapter 9, “Bundled Software.”

Press the program keys, located along the top of the keyboard, to quickly open or switch to programs. Holding down the CTRL or SHIFT key while pressing a program key offers additional functionality.

Program Key	Program Key (un-chorded)	SHIFT+Program Key	CTRL+ Program Key
 Inbox	Launch/switch to Inbox.	Starts Inbox and opens a new message.	Starts Inbox and opens a new message.
 Internet Explorer	Switch to next Explorer window (or launch if not already open).	Switch to last Explorer window (or launch if not already open).	Launch new Explorer window.
 Calendar	Launch/switch to Calendar.	Launch/switch to Calendar.	Launch/switch to Calendar.
 Contacts	Launch/switch to Contacts.	Launch/switch to Contacts.	Launch/switch to Contacts.
 Tasks	Launch/switch to Tasks.	Launch/switch to Tasks.	Launch/switch to Tasks.
 Pocket Word	Switch to next Pocket Word window (or launch if not already open).	Switches to the next Pocket Word window (or starts Pocket Word if it is not open).	Switches to the next Pocket Word window (or starts Pocket Word if it is not open).
Program Key	Program Key (un-chorded)	SHIFT+Program Key	CTRL+ Program Key

 Pocket Excel	Switch to next Pocket Excel window (or launch if not already open).	Switch to last Pocket Excel window (or launch if not already open).	Launch new Pocket Excel window.
 Pocket PowerPoint	Switch to next Pocket PowerPoint window (or launch if not already open).	Switch to last Pocket PowerPoint window (or launch if not already open).	Launch new Pocket PowerPoint window.
 Pocket Access	Switch to next Pocket Access window (or launch if not already open).	Switch to last Pocket Access window (or launch if not already open).	Launch new Pocket Access window.
 Calculator	Start Calculator.	Start Calculator.	Start Calculator.
 World Clock	Start World Clock.	Start World Clock.	Start World Clock.
 PC Link	Launch PC Link.	Launch ActiveSync.	Launch Remote Networking.



**Tip:** There are many Windows CE programs available, including freeware and shareware. Visit <http://www.microsoft.com/windowsce/> or try searching the Web on the keyword “Windows CE” to find additional programs for your device.

## Other special key functions

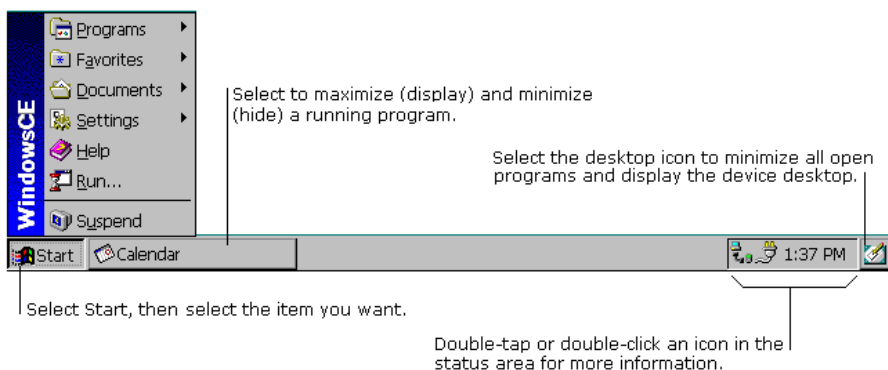
- £ Enters the pound symbol, **[Fn] + [3]**.
- € Enters the Euro symbol, **[Fn] + [E]**.


User 1, User 2 Can be set with the control panel user keys.

Although “User 1” and “User 2” keys appear on the keyboard, by default they do not input anything. You can set them using User keys in the control panel.

## Using the Start Menu and Taskbar

Use the **Start** menu to open programs, settings, Help, and recently used documents. Just select **Start**, and then select the program or item you want to open. In addition to the **Start** menu, the taskbar contains buttons for the programs you have running, a status area, and a desktop icon.



 **Tip:** You can change the color of the windows and menus. On the **Start** menu, select **Settings**, then **Control Panel**. Double-tap or double-click the **Display** icon, and then select the **Appearance** tab. Select a preset scheme or create your own.

## Using the Command Bar

Each program has a command bar located at the top of the program window. The command bar displays both menu names and toolbar buttons. Select the *slider* to switch between displaying toolbar buttons only or menu names and toolbar buttons. You can drag the slider to display the buttons and menu names you want. You can also drag the slider down to move the toolbar buttons under the menus.





## Finding Files and Exploring the Web

To find files on your device, select **Start, Programs**, and then **Windows Explorer**. When you create and save a file on your device, it is stored in a folder called My Documents unless you select another location. You can copy or move a file from one location to another by selecting the file and then using the **Copy** or **Cut** and **Paste** commands on the **Edit** menu.



**Tip:** While using Windows Explorer, you can type a URL in the Address box to access a Web site if you are connected to the Internet or an intranet.

To view Web pages, select **Start, Programs**, and then **Internet Explorer**. To view Web pages that are stored on your device, select **File, Open**, and then the **Browse** button and locate the file. To view Web pages on the Internet or an intranet, type a URL in the Address box. To access Internet or intranet Web pages, you must first set up a connection between your device and the Internet or an intranet.



**Tip:** To view the HTML source code of a Web page on your device, first select **Save As** on the **File** menu and save the page on your device. Then, select **Open** on the Pocket Word **File** menu, select **All Documents** in the **Type** list, and select the page you saved.

## Customizing Your Device

You can adjust device settings to suit the way you work. Select **Start, Settings**, and then **Control Panel** to see the settings available on your device.

You might want to adjust the following:

- **Owner**, to enter contact information in case your device is misplaced.
- **Power**, to maximize battery life.
- **System**, to adjust memory allocation between storage memory and program memory.
- **Password**, to limit access to your device.
- **Volume & Sounds**, to customize or turn off sounds.
- **World Clock**, to set the date and time for your location and a second location.



## Chapter 4: Microsoft ActiveSync

Microsoft ActiveSync enables you to *synchronize* the information on your desktop computer with the information on your device. Synchronization is the process of comparing the data on your device with your desktop computer and updating both computers with the most recent information. For example:

- Keep Pocket Outlook data up-to-date by synchronizing your mobile device with your choice of Microsoft Outlook, Microsoft Schedule+, or Microsoft Exchange on your desktop computer.
- Synchronize Word and Excel documents, Access and other ODBC databases and tables, and InkWriter documents between your device and desktop computer. Your files are automatically converted to the correct format.

With ActiveSync, you can also:

- Back up and restore your device data
- Add and remove programs on your device.
- Copy (rather than synchronize) files between your device and your desktop computer.

For further information, please refer to the Microsoft ActiveSync Help.

<http://www.microsoft.com/pocketpc/downloads/activesync.asp>



## Chapter 5:

# Microsoft Office Companion Programs

The Microsoft Office companion programs consist of Microsoft Pocket Word, Microsoft Pocket Excel, Microsoft Pocket Access, and Microsoft Pocket PowerPoint. These programs work with the Windows versions of the same programs on your desktop computer to give you easy access to up-to-date copies of your documents. You can create or edit Excel and Word files, PowerPoint presentation notes, and Access databases and tables on your device. Word and Excel templates are available to help you quickly create documents. Once you have created or edited a document, synchronize it with your desktop computer to copy the new document, or changes you've made to the existing document, to your desktop computer. For more information on synchronization, see ActiveSync Help on the desktop computer.

You can access the Office companion programs by selecting **Start, Programs, Office**, and then the program you want to open.



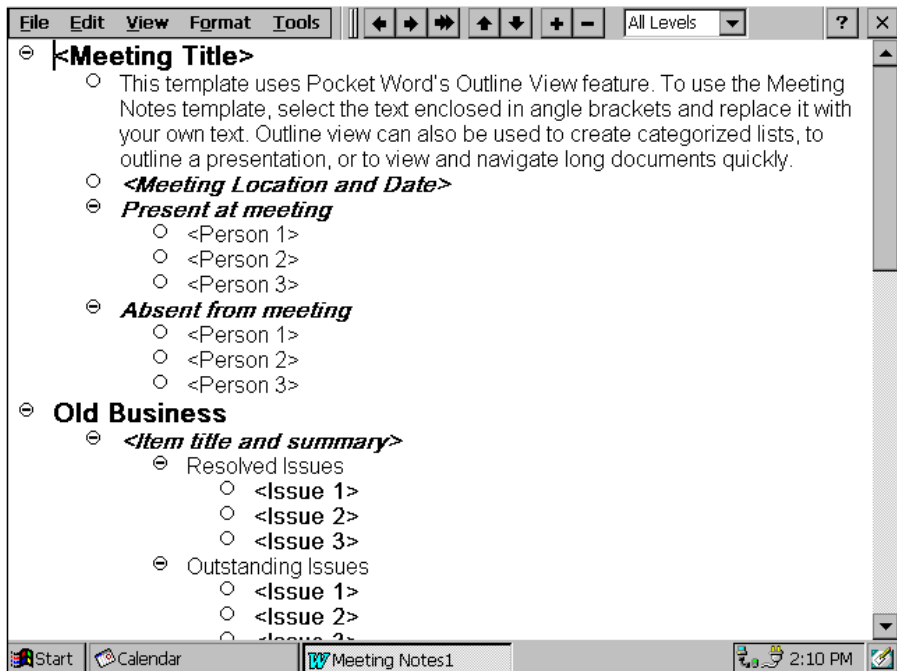
**Tip:** More information on the procedures described in this chapter, as well as information on additional procedures, can be found in online Help on the device. Select **Start, Help**, and then the program you want information on. Because programs work in similar ways to their counterparts on the desktop computer, online Help covers basic procedures and the differences between the companion programs and desktop programs. If you need more information on using an Office program, see the documentation that came with the desktop version of the program.

## Pocket Word: Creating Documents

You can use Pocket Word to create documents, such as letters, meeting minutes, and trip reports. You can also use Pocket Word to open and edit documents created in the desktop version of Word. When you are ready to save a document you created or edited, you can save it in a variety of formats, including Pocket Word (.pwd) and Word (.doc). If you plan to send the document through e-mail to someone who will be using Word, not Pocket Word, be sure to save it in the Word (.doc) format.

To type text in Pocket Word, tap or click the screen to place the insertion point and start typing. Use the spelling checker to verify accuracy. You can quickly format the text, using buttons and menu commands. You can format as you go or apply formatting later.

You can type text in either Outline view or Normal view, and you can easily switch from one view to the other, using the **View** menu. Work in Outline view when taking notes in meetings; use headings to highlight the main points and body text to add details.



## To take meeting minutes using Pocket Word:

1. Select **File**, **New**, and then **Document from Template**.
2. Select **Meeting Notes** and then **OK**.
3. Select **File** and then **Save**.
4. Enter a name, choose a storage location, and then select **OK**.
5. Replace the text in the template.



**Tip:** To see more of your document, select **Full Screen** on the **View** menu.

## Pocket Excel: Creating Workbooks

You can use Pocket Excel to create workbooks, such as expense reports and mileage logs. You can also use Pocket Excel to open and edit workbooks created in the desktop version of Excel. When you are ready to save a workbook you created or edited, you can save it in a variety of formats, including Pocket Excel (.pxl) and Excel (.xls). If you plan to send the document through e-mail to someone who will be using Excel, not Pocket Excel, be sure to save it in the Excel (.xls) format.

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. You can split panes to easily view different areas of a large worksheet. You can also “freeze” the top and leftmost panes in a worksheet to keep row and column labels or other data visible as you scroll through a sheet.

A		B		C	D	E	F	G
1	Expense Report							
2	Purpose:			Period From:		To:		
3								
4	Date	Description	Lodging	Transport	Fuel	Meals	Phone	
5			\$ -	\$ -	\$ -	\$ -	\$ -	
6			\$ -	\$ -	\$ -	\$ -	\$ -	
7			\$ -	\$ -	\$ -	\$ -	\$ -	
8			\$ -	\$ -	\$ -	\$ -	\$ -	
9			\$ -	\$ -	\$ -	\$ -	\$ -	
10			\$ -	\$ -	\$ -	\$ -	\$ -	
11			\$ -	\$ -	\$ -	\$ -	\$ -	
12			\$ -	\$ -	\$ -	\$ -	\$ -	
13			\$ -	\$ -	\$ -	\$ -	\$ -	
14			\$ -	\$ -	\$ -	\$ -	\$ -	
15		Total:						
16								
17								
18								
19								
20								
21								

## To log travel expenses using Pocket Excel:

1. Select **File**, **New**, and then **Workbook from Template**.
2. Select **Expense Report** and then **OK**.
3. Select **File** and then **Save**.
4. Enter a name, choose a storage location, and then select **OK**.
5. Replace the text in the template.



**Tip:** If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook, select **File**, and then **Password**. Every time you open the workbook, you will need to enter the password, so pick one that is easy for you to remember but hard for others to guess. Workbooks with password protection cannot be synchronized.

## Pocket Access: Viewing and Creating Data

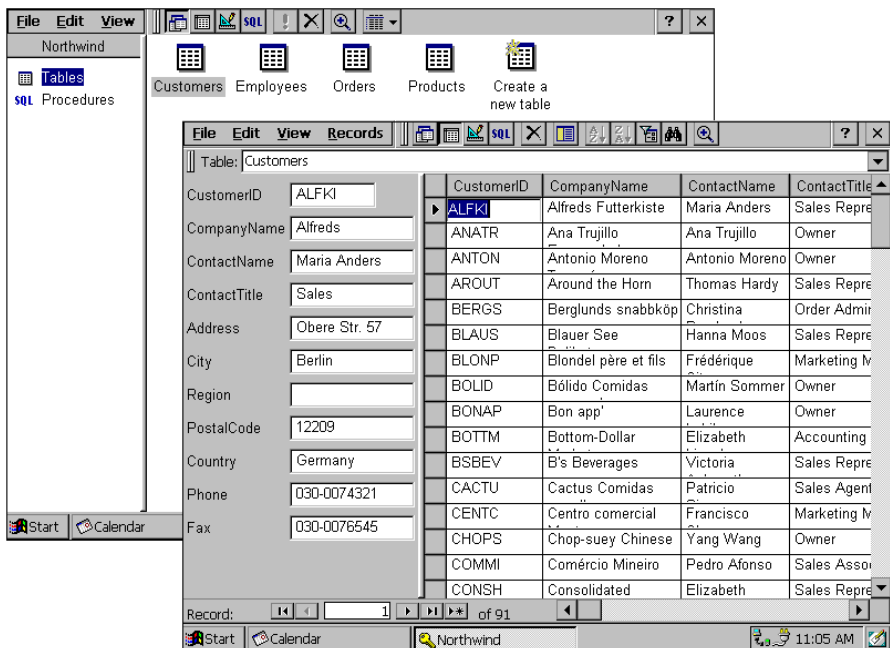
Use Pocket Access to view and update data derived from Microsoft Access, Microsoft SQL Server, and other ODBC databases you have created on the desktop computer. Simply create the database on your desktop computer and then transfer the data to your device. For example, a sales organization might use Access on the desktop computer to create a master database of products and order forms. The sales force can synchronize their devices with the master database to get up-to-date product information and to upload completed client order information. For more information on synchronizing, see ActiveSync Help on the desktop computer.

You can also use Pocket Access to create new databases, tables, and SQL procedures directly on your device.



**Tip:** Programmers can use Microsoft ActiveX® Data Objects for Windows CE (ADOCE) and Microsoft Visual Basic® or Microsoft Visual C++® to develop custom database solutions. For more information, see <http://www.microsoft.com/windowsce/>.






## To create a new database and table on the device:

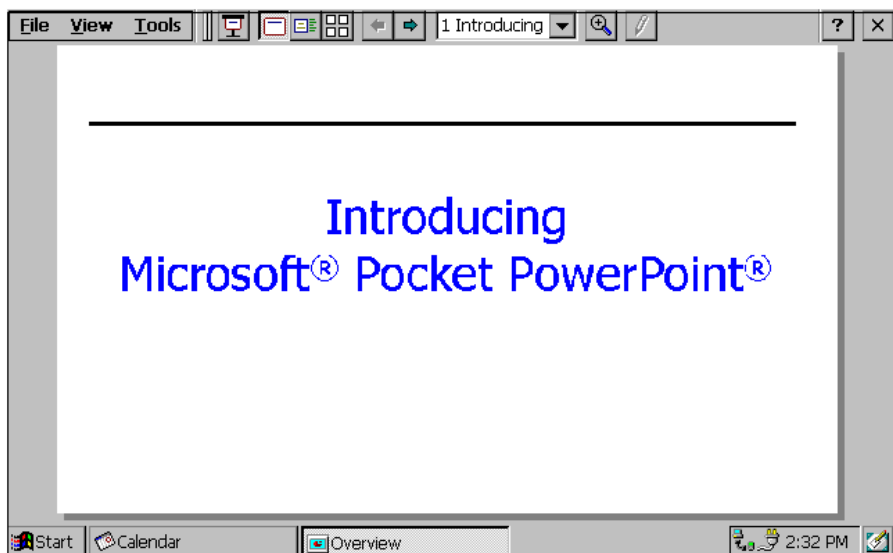
1. Select **Start, Programs, Office**, and then **Microsoft Pocket Access**. If Access is already running, select **File** and then **Open/New Database**. If you do not see this command on the menu, select **View** and then **Database View**.
2. Enter a name for the database and select **OK**.
3. Double-tap or double-click the **Create a new table** icon.
4. In the **Field Name** box, enter a name.
5. From the **Data Type** list, select a data type. A field's data type cannot be changed after the table is saved.
  - **Text** boxes have a size limit of 255 characters. To enter longer notes, select the **Memo** data type.
  - To enter numbers with decimal points, select the **Float** data type.
  - To enter numbers between -32,768 and +32,767, select the **Integer** data type.
  - To enter smaller numbers, select the **Small Integer** data type.

6. To set the size limit of a field, enter an amount in the **Field Size** box. A field's size cannot be changed after the table is saved.
7. To index the field, select **Yes** from the **Indexed** list. Indexing a field allows Pocket Access to find and sort information faster for that field.
8. Repeat these steps until you have created all the fields you want for your table.
9. Select **File** and then **Save Table**.

 **Tip:** If you have tables that you don't want to keep updated on the device (such as product catalogs), mark them as read-only when transferring them from the desktop to the device to save time during future synchronization sessions. ActiveSync will not check for updates the next time you synchronize.

## Pocket PowerPoint: Showing Presentations

Use Pocket PowerPoint to quickly and easily deliver a professional presentation on your device (for one-on-one presentations) or connect your device to a VGA monitor and show the presentation to a larger group (this requires an optional monitor cable). Simply create the presentation in Microsoft PowerPoint on your desktop computer and then transfer the presentation to your device. Your Pocket PowerPoint file will include the text, pictures, notes, and layout position of the original Microsoft PowerPoint presentation, but will not include animations or slide transitions.



**To show a presentation:**

1. Using ActiveSync, copy the presentation from your desktop computer to your device. For more information, see ActiveSync Help on the desktop computer.
2. Select **Start, Programs, Office**, and then **Microsoft Pocket PowerPoint**.
3. In the **Open Presentation** dialog box, select the presentation you want to show, and then **OK**.
4. To change the presentation display and slide advance options, select **Tools** and then **Set Up Show**.
5. To start the show, select **View** and then **View Show**. If you chose **Manual** in step 4, use the **Previous** and **Next** buttons to control the slides.



**Tip:** You can tailor a presentation while on the road by adding a new title slide to your presentation. To do so, select **Tools** and then **Title Slide**.



# Chapter 6:

## Voice Recorder and InkWriter

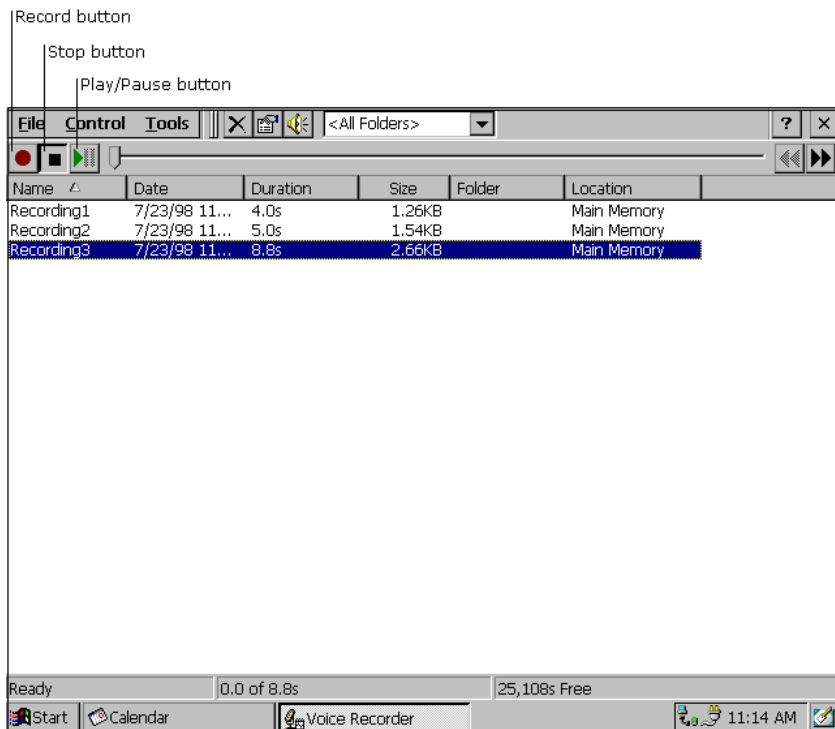
Voice Recorder and InkWriter are programs for quickly capturing your ideas, notes, and thoughts. With Voice Recorder, you can record reminders and ideas. With InkWriter, you can take handwritten and typed notes and create drawings.



More information on the procedures described in this chapter, as well as information on additional procedures, can be found in online Help on the device. Select **Start**, **Help**, and then the program you want information on.

## Voice Recorder: Capturing Ideas and Thoughts

Quickly capture thought, reminders, ideas, and phone numbers with Voice Recorder.



## To record and play a recording:

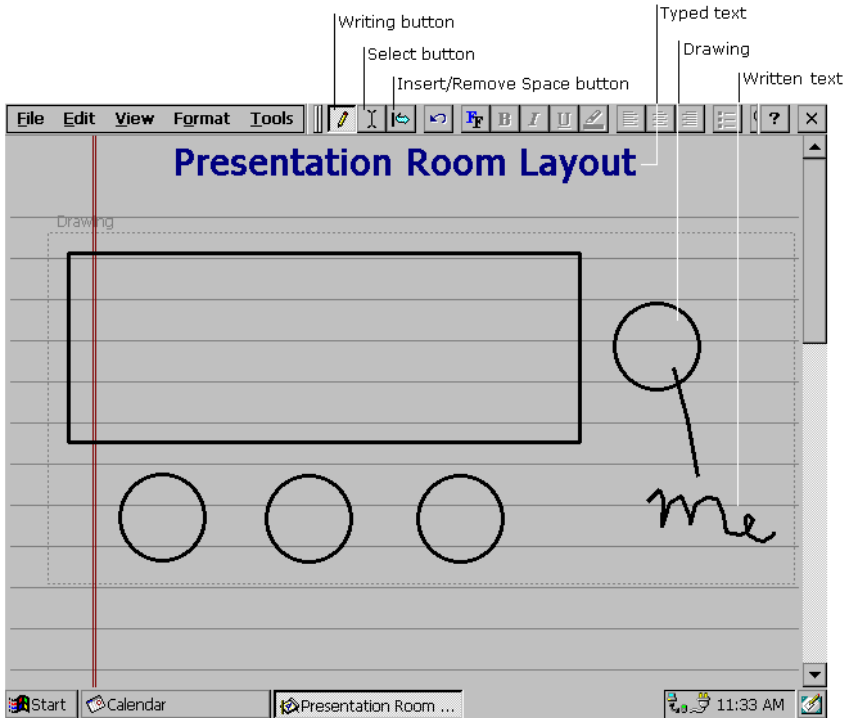
1. Select **Start, Programs, Accessories**, and then **Microsoft Voice Recorder**.
2. Hold your mobile device's microphone near your mouth or other source of sound.
3. Select the **Record** button. You'll hear a beep when recording begins.
4. To stop recording, select the **Stop** button. The new recording appears in the recording list.
5. To play a recording, double-tap or double-click it in the recording list. To pause playback, select the **Play/Pause** button. Select **Play/Pause** again to resume playback.




**Tip:** You can play all of your recordings, one after another. Select the recording you want to play first, select **Control** and then **Play Sequential**. The selected recording and following recordings will be played. A short beep will sound between recordings.

## InkWriter: Creating Notes and Drawings

InkWriter, a text, graphics, and ink processor with Rich Ink technology, makes it easy to write and draw the way you do on paper, but with the benefit of being able to edit and format what you've written and drawn. With InkWriter, you can enter information in the way that's easiest for you. You can type using the keyboard, or you can write and draw directly on the screen using your stylus or pointing device.



## To create an InkWriter document:

1. Select **Start, Programs, Accessories**, and then **InkWriter**.
  2. Create your document:
    - To write, select **View** and then **Writing** and use the stylus like a pen. If you are using a pointing device, click and drag to write on the screen.
    - To type, select **View** and then **Typing** and use the keyboard.
    - To draw, select **View** and then **Drawing** and use the stylus like a pen. If you are using a pointing device, click and drag to draw on the screen. You can also create a drawing in Writing view by crossing three of the ruled lines on the first stroke of the drawing.
  3. When you are finished, select **File** and then **Save**.
-  **Tip:** InkWriter can help you draw perfect circles, rectangles, triangles, and lines. In Drawing view, draw the shape you want and use the **Select** tool to select it. Then, select **Format, Shapes**, and select the shape you want.



## Chapter 7:

# Microsoft Pocket Outlook

The Microsoft Pocket Outlook program includes Calendar, Contacts, Tasks, and Inbox. Using ActiveSync, you can synchronize information in Microsoft Outlook™, Microsoft Schedule+, or Microsoft Exchange on your desktop computer with your device. Each time you synchronize, ActiveSync compares the changes you made on your device and desktop computer and updates both computers. For more information, see ActiveSync Help on the desktop computer.

Calendar, Contacts, and Tasks each consists of a card view and list view. The card view is where you enter or view the details for each entry. The list view is where you view all entries. With Inbox, you can send and receive e-mail messages, either through synchronization with Outlook or Exchange on your desktop computer or by connecting directly to your mail server through an Internet or network account.

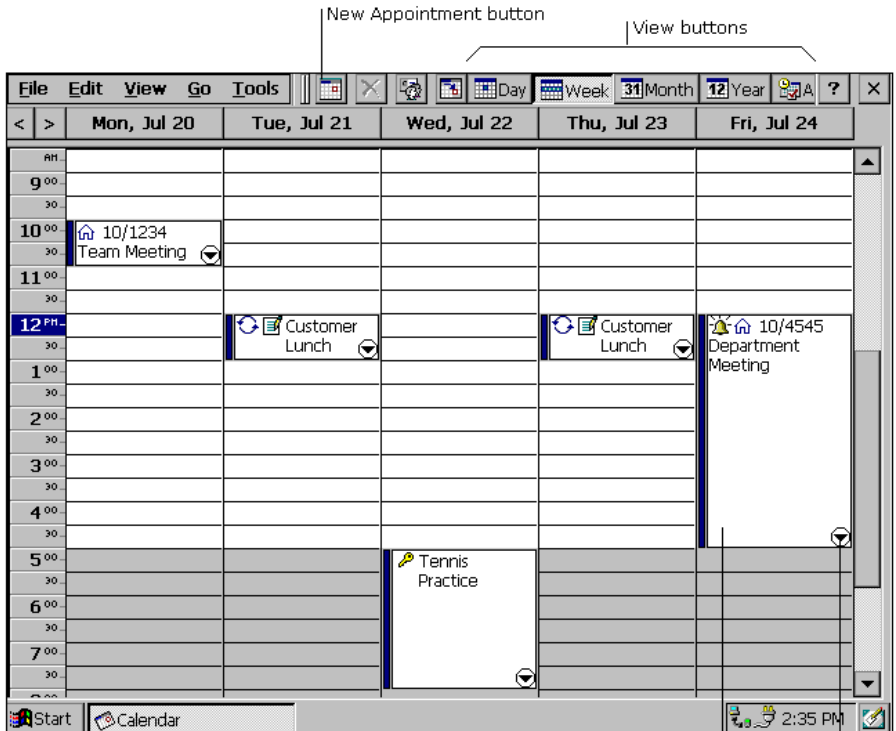
You can access Pocket Outlook by selecting **Start, Programs, Pocket Outlook**, and then the tool you are interested in.



More information on the procedures described in this chapter, as well as information on additional procedures, can be found in online Help on the device. Select **Start, Help**, and then the program you want information on.

# Calendar: Scheduling Meetings and Appointments

Use Calendar to schedule appointments, meetings, and other events. You can check your appointments in one of several views (Day, Week, Month, Year, and Agenda) and easily switch among the views by selecting the corresponding toolbar button.



Double-tap or double-click to display or edit the appointment card.

Select to display/hide more information.

## To create a new appointment:

1. From any view, select the **New Appointment** button.

The screenshot shows the 'Appointment' dialog box. Labels with leader lines point to the following components:

- Notes button**: Points to the 'Notes' button icon (notepad) in the top toolbar.
- Categories button**: Points to the 'Categories' button icon (tag) in the top toolbar.
- Attendees button**: Points to the 'Attendees' button icon (people) in the top toolbar.
- Notes area**: Points to the large text area on the right side of the dialog.

The dialog box itself contains the following fields and controls:

- Title bar**: 'Appointment' with '?', 'OK', and 'X' buttons.
- Description**: '< Appointment Description >' text field.
- Location**: '< Location >' text field.
- Starts**: Date and time pickers (Fri 7/24/1998, 12:00 PM).
- Ends**: Date and time pickers (Fri 7/24/1998, 12:30 PM).
- Time zone**: Three icons for different time zones.
- Show time as**: A dropdown menu currently set to 'Busy'.
- Notes area**: A large text area with the placeholder text 'Select here to add notes...'.
- Recurrence**: A dropdown menu showing 'This item occurs once.'.
- All day event**: An unchecked checkbox.
- Reminder**: A checked checkbox with a bell icon.
- Private**: An unchecked checkbox.

2. Enter a description and a location.
3. Select the time and date.
4. To add notes, select the **Notes** button, and then select the notes area. Enter your notes.
5. To assign the appointment to a category, select the **Categories** button and select a category from the list.
6. Select other desired options and then **OK** when finished.



**Tip:** To quickly add an appointment in Day or Week view, select the time and type the description and location. Enter the location in parentheses if you want Calendar to recognize it as the location. For example, "Lunch (Cafeteria)."

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

Before you can send a meeting request, you will need to enter e-mail addresses in Contacts and set up Inbox to send and receive messages. For information on using Contacts and Inbox, see “Contacts: Tracking Friends and Colleagues” and “Inbox: Sending and Receiving E-mail Messages.”

## To create a meeting request:

1. Select **Tools, Options**, and then choose a mail transport. If you send and receive messages using synchronization, select **ActiveSync**. If you connect to an ISP or network, select the service you set up in Inbox.
2. Select **File** and then **Make Meeting**.
3. Enter the meeting information.
4. Select the contacts you want to invite.
5. Select other desired options and then **OK**.

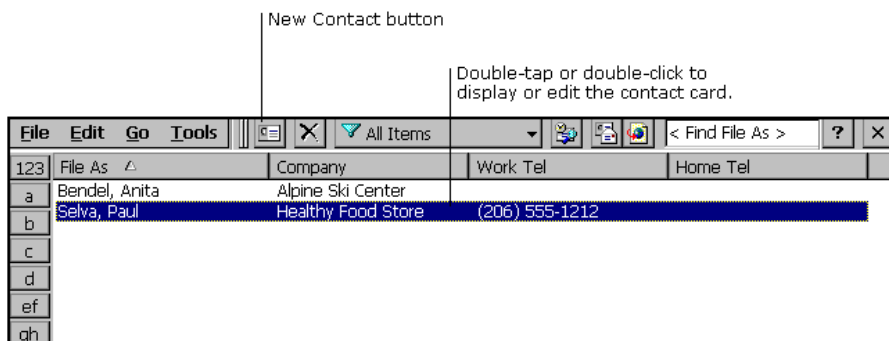
Inbox automatically creates a meeting request and sends it to the attendees the next time you connect to your mail server or synchronize with your desktop computer.



**Tip:** Your device will remind you about your appointments and meetings by sounding an alarm, flashing the notification light, or displaying a message on the screen. To change how you are notified, select **Tools** and then **Options**. Select the **Alarm** button and then **Reminder Options**.

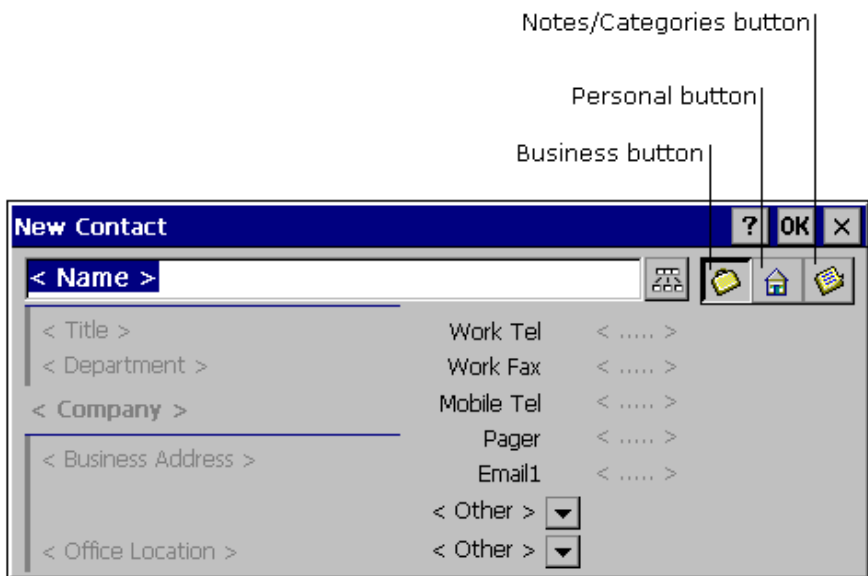
## Contacts: Tracking Business Colleagues

Contacts maintains a list of your business colleagues so that you can easily find the information you're looking for, whether you're at home or on the road. Using the device IR port, you can also quickly share Contacts information with other Windows CE-based mobile device users.



### To create a new contact:

1. Select the **New Contact** button.



2. Enter a name.

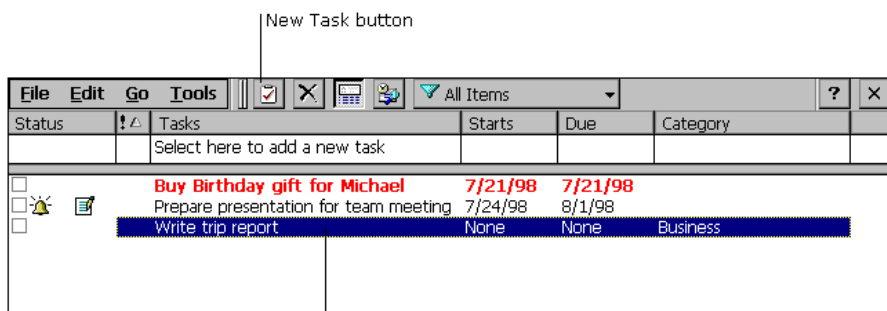
3. Select the **Business** or **Personal** button and enter information in the appropriate fields. Supply an e-mail address if you want to send meeting requests and e-mail messages to this contact.
4. To add a note or assign the contact to a category, select the **Notes/Categories** button. Then select the notes area and enter your notes, or select a category from the list.



**Tip:** You can send up to 25 contact cards at a time to another Windows CE-based device. In the Contacts list, select the item(s) you want to send, then **File**, and then **Send**. If you are receiving items(s), select **File** and then **Receive**.

## Tasks: Keeping a To Do List

Use Tasks to keep track of what you have to do. Overdue tasks are displayed in bold and in red.




Double-tap or double-click to display or edit a task card.

## To create a new task:

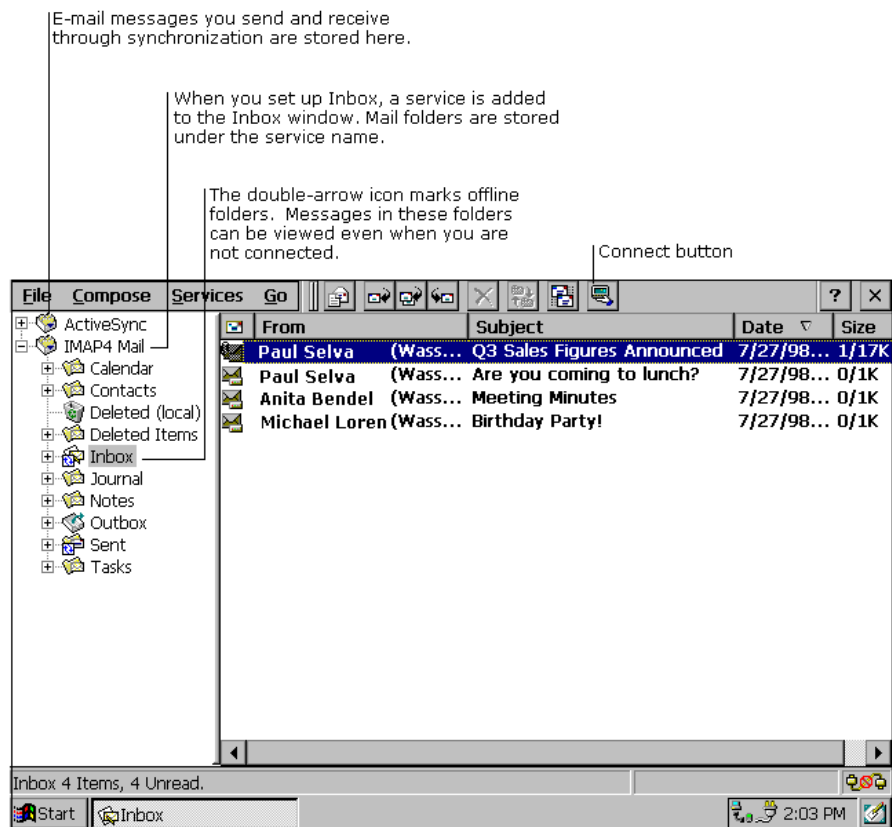
1. Select the **New Task** button.

The screenshot shows a 'Task' dialog box with a blue title bar. Below the title bar is a tab labeled '< Task Description >'. The dialog contains several fields and options: a 'Completed' checkbox, 'Starts' and 'Due' date pickers (both set to 'Thu 7 /23/1998'), a 'Priority' dropdown (set to 'Normal'), a 'Notes' button (represented by a notepad icon), a 'Categories' button (represented by a folder icon), a 'Notes area' (a large text box with the placeholder text 'Select here to add notes...'), a 'Reminder' checkbox (checked), a 'Private' checkbox (unchecked), and a status indicator (a yellow lightbulb icon). Labels with leader lines point to the 'Notes button', 'Categories button', and 'Notes area'.

2. Enter a description.
  3. Select the start date, due date, and other information.
  4. To add notes, select the **Notes** button and then the notes area. Enter your notes.
  5. To assign the task to a category, select the **Categories** button and select a category from the list.
  6. Select other desired options and then **OK**.
-  **Tip:** To mark a task as complete, in the task list, select the check box in the Status column. To delete all completed tasks, select **Edit** and then **Delete Completed Tasks**.

## Inbox: Sending and Receiving E-mail Messages

Use Inbox to send and receive e-mail messages. You can access your e-mail by connecting to a mail server through an Internet or network account or by synchronizing with your desktop computer.





## Connecting to a mail server

You can send and receive messages by connecting directly to your mail server. Use a modem to connect to your Internet service provider (ISP), or use a modem or Ethernet card to connect to the local area network that your mail server is connected to. In addition to creating a connection to your ISP or network, you must give Inbox the information it needs to communicate with your mail server.



**Tip:** Inbox does not currently support connecting with proprietary mail protocols such as AOL and MSN™. However, you can still gain access to the Internet through these services. There may be third-party programs available that would enable you to send and receive mail through proprietary protocols. Try searching the Web on the keyword “Windows CE” to find third-party programs for your device.

### Setting up Inbox for connecting to a mail server

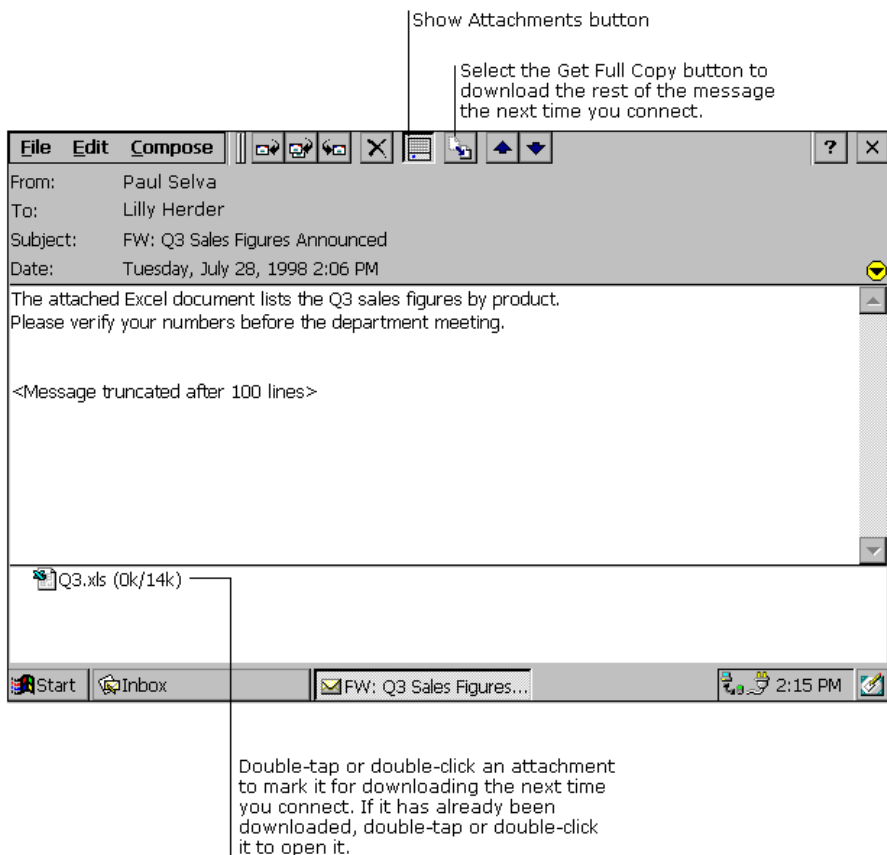
1. Get the following information from your ISP or network administrator: POP3 or IMAP4 server name, SMTP host name, user name, password, and domain name (for network connections only).
2. Select **Start, Programs, Pocket Outlook**, and then **Inbox**.
3. Select **Services** and then **Options**.
4. On the **Services** tab, select **Add**.
5. Choose **IMAP4 Mail** or **POP3 Mail**, enter a name for the connection, and then select **OK**.
6. In the **Mail Service Definition** dialog box, enter the information from step 1. In **Connection**, choose the remote connection you want to use. (If you are receiving e-mail through a network connection, Select **Network Connection**.) If you have not created a connection, select **Create new connection**, double-tap or double-click the **Make New Connection** icon, and follow the instructions in the wizard. When finished, select **Inbox** in the Taskbar and continue setting up Inbox. For more information, see “Chapter 7: Getting Connected Remotely.”
7. In the **Mail General Preferences** dialog box, select desired options.

8. In the **Mail Inbox Preferences** dialog box, select desired options.

- In **When Getting Messages**, choose how you want messages downloaded by default. Choosing **Get full copy of messages** will take up more storage space on your device. Choosing **Only synchronize Inbox folder hierarchy** (IMAP4 only) will speed up the time it takes to download your messages.
- In **When Getting Full Copy**, choose whether you want to download file attachments and meeting requests when you get full copies of messages. This setting applies whether you have chosen to download full copies of messages by default, or if you selectively download full copies of messages by opening the message and selecting the **Get Full Copy** button. In addition, if you want to receive meeting requests, your Exchange Server administrator must enable support for Rich Text Format for your account. Ask your administrator if this feature is enabled for you.

## Downloading messages

To send and receive e-mail, select the **Services** menu and make sure that the service you want to use is selected (the selected service has a bullet next to it.) Then, select the **Connect** button. When you connect to the mail server, the messages on your device and mail server are synchronized: new messages are downloaded to the device Inbox folder, messages in the device Outbox folder are sent, and messages that have been deleted on the server are removed from the device Inbox. These folders are stored under the service you created when setting up Inbox. Double-tap or double-click a message in the message list to open it. If you read a message and decide that you need the full copy, select the **Get Full Copy** button.



## Disconnecting from the server

To disconnect Inbox from your mail server, select the **Connect** button again. You also need to disconnect your dial-up connection by double-tapping or double-clicking the icon in the status bar and selecting **Disconnect**.

## Managing messages and folders

By default, messages are displayed in one of four folders in the service you created: Inbox, Deleted (local), Outbox, and Sent. The Deleted (local) folder contains messages that have been deleted on the device. If you are using IMAP4, you may see a Deleted Items folder. This folder is for deleted messages on the server. The behavior of the Deleted and Sent folders depends on the Inbox options you have chosen.

If you want to organize messages into additional folders, select **File, Folder**, and then **New Folder**. Then, drag messages into the folder you created. The behavior of the folders you create depends on whether you are using POP3 or IMAP4.

If you are using POP3, when you drag messages to a folder you created, the link is broken between the messages and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the device Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to the messages you move to the folders you create from anywhere except the device.

If you are using IMAP4, the folders you create and the messages you move are mirrored on the server. For example, if you move two messages from the Inbox folder to a folder called Family, the server will create a copy of the Family folder and copy the messages into that folder. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your device, laptop computer, or desktop computer. This synchronization of folders occurs when you create a new folder, move messages into a folder, exit the Inbox program, or select **Synchronize Folders** on the **Services** menu. If you want to view the messages in a folder while disconnected from your mail server, select the folder and then **Offline Folder** on the **Services** menu.

## Synchronizing E-mail Using ActiveSync

Another way to access your e-mail is by synchronizing your device and desktop computer. Using ActiveSync on your desktop computer, you can send and receive e-mail messages by exchanging information between Inbox on your device and Inbox in either Outlook or Exchange on your desktop computer. When you synchronize, any changes made on either computer are transferred to the other. If you have received new messages in Inbox on your desktop computer, the messages are copied to your device. If you delete a message on the device, it is deleted from the desktop the next time you synchronize. If you compose and send new e-mail messages on your device, the messages are moved to the desktop computer and sent the next time you synchronize. In addition, changes you've made to Calendar, Contacts, and Tasks are updated.

If you are receiving e-mail by synchronizing with your desktop computer, the device Inbox is set up by default. However, because e-mail messages are not synchronized by default, you will need to set up ActiveSync on your desktop computer to include e-mail messages when synchronizing.

For specific instructions on setting up and using synchronization, see ActiveSync Help on the desktop computer.

## Downloading messages

To send and receive e-mail, connect to your desktop computer and initiate synchronization. The way you initiate synchronization depends on how you are connected to your desktop computer and the settings you have chosen in ActiveSync. For more information, see ActiveSync Help on the desktop computer.

When you synchronize, new messages in Inbox on the desktop computer are copied to the Inbox folder on your device, and messages in the device Outbox folder are sent. These folders are stored under the ActiveSync service in Inbox. Double-tap or double-click a message in the message list to open it.

## Managing messages and folders

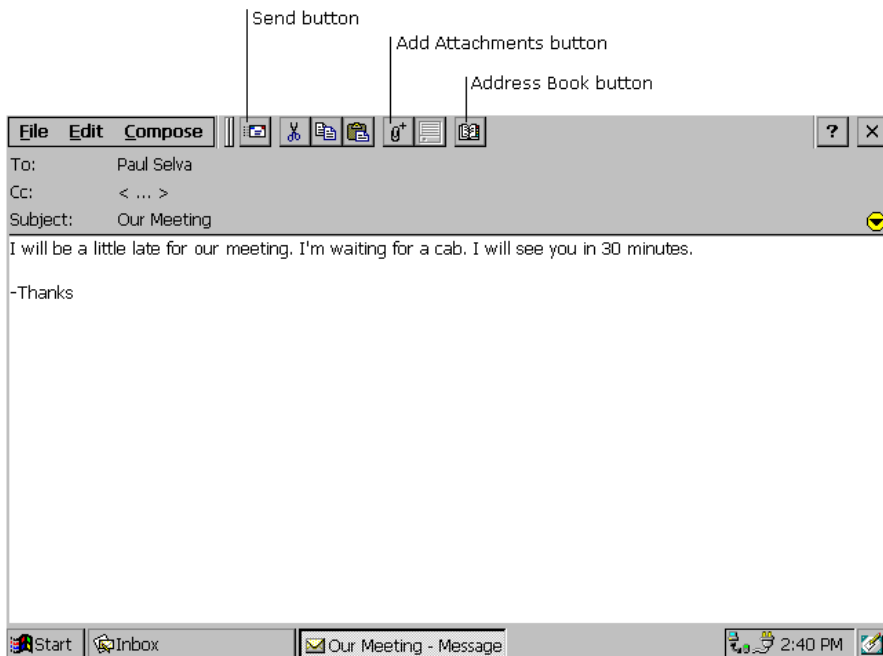
Messages are stored in one of four folders in the ActiveSync service: Inbox, Deleted (local), Outbox, and Sent. The behavior of the Deleted and Sent folders depends on the Inbox options you have chosen.

If you want to store messages in a folder other than Inbox, select **File, Folder**, and then **New Folder**. Create the folder and then drag messages into it. Doing so breaks the link between these messages and their copies on the desktop computer. When you synchronize next, the messages in the folder you created will not be synchronized. In addition, the desktop computer will see that the messages are missing from the device Inbox folder and delete them from the Inbox folder on the desktop so that both Inbox folders match. This prevents you from getting duplicate copies of a message, but it also means that you will no longer have access to the messages you move out of Inbox except from the device.

## Sending a message

### To send a message:

1. Select **Compose** and then **New Message**.



2. Select the **To** field and enter the address of one or more recipients, or select the **Address Book** button to select addresses from the Contacts list or an address service.
3. Select the **Subject** field and enter a title for the message.
4. Select the message body and type your message.
5. To attach a file, select the **Add Attachment** button.
6. Select the **Send** button.

If you are not connected to your mail server, the message is moved to the Outbox folder and will be sent the next time you connect or synchronize.

## Chapter 8: Getting Connected Remotely

If you want to use your device to connect to your desktop computer, a network, or the Internet while away from your office, you must create a dial-up connection. This is called *remote networking*. You have the following remote networking options:

- Connect to your Internet service provider (ISP). Once connected, you can send and receive e-mail messages and view Web pages. If this is the method you want to use, see “Connecting to an ISP.”
- Connect to the network at your company or organization. Once connected, you can send and receive e-mail messages, view intranet Web pages, and access files on the network. If this is the method you want to use, see “Connecting to Your Network.”
- Connect to your desktop computer to synchronize remotely. Once connected, you can synchronize information such as your Pocket Outlook data. If this is the method you want to use, see “Connecting to Your Desktop Computer to Synchronize Remotely.” For more information on synchronization, see ActiveSync Help on the desktop computer.

### Note:

- Chapter 9, “Simple Internet Connection,” provides an easy alternative to the procedures explained in “Connecting to an ISP” and “Connecting to Your Network.”
- Settings must be made using the Simple Internet Connection procedure before using the Mail, Web surfing, and FTP Internet applications provided by SHARP, or the one-touch mail receipt and web surfing switches.

## Connecting to an ISP

You can connect to your ISP by creating a dial-up connection. Once connected, you can send and receive e-mail messages and view Web pages.

### To create a dial-up connection to an ISP:

1. If your device does not have a built-in modem, install a modem card.
2. Get the following information from your ISP: ISP dial-up access telephone number, user name, and password.
3. Select **Start, Programs, Communications**, and then **Remote Networking**.
4. Double-tap or double-click the **Make New Connection** icon.
5. Enter a name for the connection, such as “ISP Dial-Up,” select **Dial-Up**

**Connection**, and then select **Next**.

6. Select your modem type.
7. You should not need to change any settings in the **Configure** or **TCP/IP Settings** dialog boxes. Most ISPs now use server-assigned addresses. If the ISP you are connecting to does not use server-assigned addresses, enter the addresses in the **TCP/IP Settings** dialog box. When finished, select **Next**.
8. Enter the access phone number and select **Finish**.

Once you have created the dial-up connection, you simply double-tap or double-click the connection, enter your user name and password, and select **Connect** any time you want to connect. Once connected, you can use Pocket Internet Explorer to visit Web pages or Inbox to send and receive e-mail. Before you can use Inbox, you need to provide the information it needs to communicate with the mail server. For specific instructions, see “Inbox: Sending and Receiving E-mail Messages”.

## Connecting to Your Network

If you have access to a network, you can send e-mail, access file servers, view intranet pages, and possibly access the Internet. You can connect to your network in one of two ways:

- Create a dial-up connection using a RAS account. Before you can create this dial-up connection, your network administrator will need to set up a RAS account for you. If this is the method you want to use, see “To create a dial-up connection to a network.”
- Use an Ethernet card and a net tap to connect to the network. If this is the method you want to use, see “To create a network (Ethernet) connection.”

### To create a dial-up connection to a network:

1. If your device does not have a built-in modem, install a modem card.
2. Get the following information from your network administrator: corporate dial-up access telephone number, user name, password, and domain name.
3. Select **Start, Programs, Communications**, and then **Remote Networking**.
4. Double-tap or double-click the **Make New Connection** icon.



5. Enter a name for the connection, such as “Corporate Dial-Up,” select **Dial-Up Connection**, and then select **Next**.
6. Select your modem type. You should not need to change settings in the **Configure** or **TCP/IP Settings** dialog boxes. When finished, select **Next**.
7. Enter the access phone number and select **Finish**.

Once you have created the dial-up connection, you simply double-tap or double-click the connection, enter your user name, password, and domain, and select **Connect** any time you want to connect. Once connected, you can use Pocket Internet Explorer to visit intranet Web pages and Inbox to send and receive e-mail. Before you can use Inbox, you need to provide the information it needs to communicate with the mail server. For specific instructions, see “Inbox: Sending and Receiving E-mail Messages”.

## To create a network (Ethernet) connection:

You do not need to create a new connection in Remote Networking on your device for a network connection. Instead, you must install and configure an Ethernet card. The drivers for the card already exist on your device.

1. Insert the Ethernet card into your device and connect it to your network cable. You must have an NE2000-compatible Ethernet card.
2. You may see a message warning about battery power. If you have an A/C Adaptor, plug it into your device.
3. In the **Settings** dialog box, enter the information for your server. See your network administrator if you need assistance. Most networks use DHCP, so you should not have to change these settings. If the **Settings** dialog box is not displayed automatically, go to **Start, Settings, Control Panel**, and double-tap or double-click **Network**. Select your Ethernet driver and select **Properties**.
4. Select **Start, Settings, Control Panel**, and double-tap or double-click **Network**. In the **Identification** tab, enter your name, password, and domain.

Once connected, you can use Pocket Internet Explorer to visit intranet Web pages and Inbox to send and receive e-mail. Before you can use Inbox, you need to provide the information it needs to communicate with the mail server. For specific instructions, see “Inbox: Sending and Receiving E-mail Messages”.

## Getting Help on Connecting Remotely

More information on the procedures described here, as well as information on additional procedures, can be found in the following locations:

- “Inbox: Sending and Receiving E-mail Messages”.
- ActiveSync Help on your desktop computer.
- Online Help on the device. Select **Start, Help**, and then **Inbox, Remote Connections**, or **Synchronization**.

# Chapter 9: Bundled Software

Your device comes with preinstalled software applications from SHARP.

## Simple Internet Connection

Simple Internet Connection is software for making connections necessary for Internet connection and e-mail, or switching the connection to the Internet. You can register multiple Internet connections and mail addresses, allowing you to use the software both at work and at home.

This section explains how to connect to your Internet service provider and how to connect to the Internet via a LAN network.

Settings must be made using the Simple Internet Connection procedure before using the Internet applications provided by SHARP (Mail, Web surfing, and FTP), or the mail receipt and web surfing switches.

### Connecting to your Provider

Make sure that you have instructions and materials supplied by your Internet service provider available, and refer to these while making the settings.

#### Note:

Setting required by some providers may not be possible with the device using Simple Internet Connection or Remote Network. Also, no software is provided for special protocols such as those used by MSN or AOL.

### Register your provider into connection

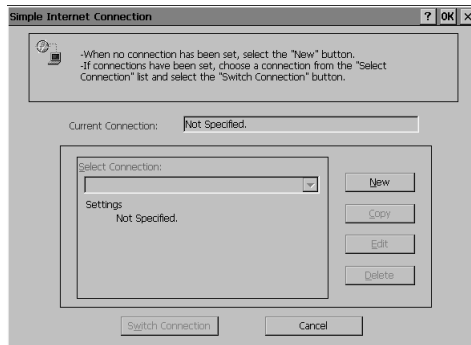
This section describes how to register a new connection. You do not have to be connected to a phone line to make this setting, so you please take your time.

1. Double tap the **Simple Internet Connection** icon.

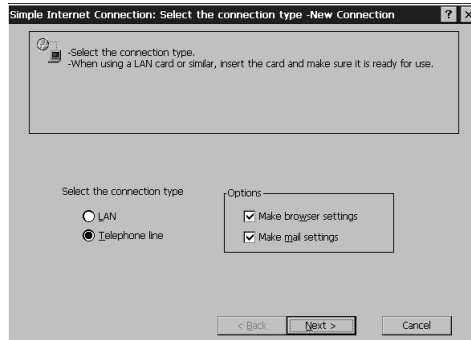


The **Simple Internet Connection** Dialog box appears.

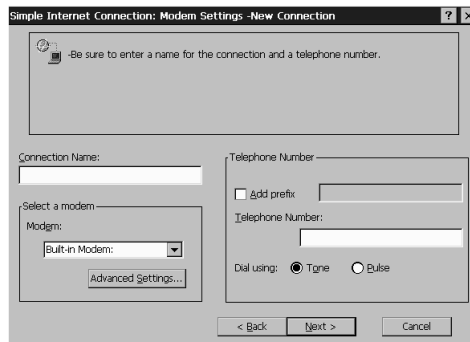
2. Tap the **New** button.



3. Select **Telephone line**, and tap the **Next** button.

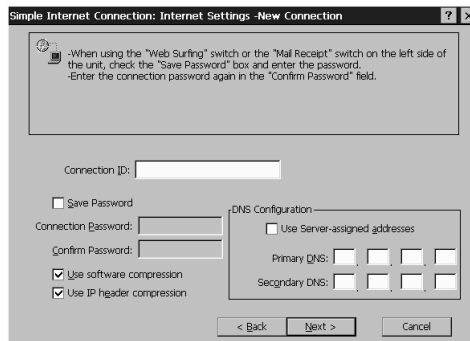


4. Select the connection method, and tap the **Next** button.



The dialog box is titled "Simple Internet Connection: Modem Settings - New Connection". It contains a message box at the top stating: "-Be sure to enter a name for the connection and a telephone number." Below this, there are two main sections. The left section is labeled "Connection Name:" and has a text input field. Below that, it says "Select a modem:" and "Modem:" with a dropdown menu showing "Built-in Modem:" and an "Advanced Settings..." button. The right section is labeled "Telephone Number:" and has a text input field. Below that, there is a checkbox for "Add prefix:" and another text input field. At the bottom right, there are two radio buttons for "Dial using:" with "Tone" selected and "Pulse" as an option. At the very bottom are three buttons: "< Back", "Next >", and "Cancel".

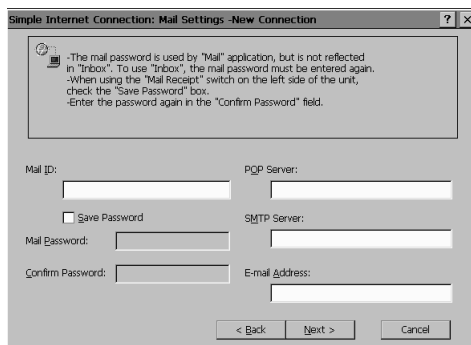
- Select Regular Phone Line (Tone) or Regular Phone Line (Pulse) for connection to a regular phone line.
  - When connecting via an extension that requires a 0 to be dialed first, check Add prefix and enter 0 to the edit box.
5. Set each of the items and tap the **Next** button.



The dialog box is titled "Simple Internet Connection: Internet Settings - New Connection". It contains a message box at the top stating: "-When using the 'Web Surfing' switch or the 'Mail Receipt' switch on the left side of the unit, check the 'Save Password' box and enter the password. -Enter the connection password again in the 'Confirm Password' field." Below this, there are two main sections. The left section has a "Connection ID:" text input field, a "Save Password" checkbox, "Connection Password:" and "Confirm Password:" text input fields, and two checked checkboxes for "Use software compression" and "Use IP header compression". The right section is labeled "DNS Configuration:" and has a "Use Server-assigned addresses" checkbox. Below that, there are two rows of four text input fields each, labeled "Primary DNS:" and "Secondary DNS:". At the very bottom are three buttons: "< Back", "Next >", and "Cancel".

In this dialog box, settings are made for connecting to your provider. The items displayed vary according to your provider. Refer to the instructions supplied by your provider when making the settings.

6. Set each of the items and tap the **Next** button.



Simple Internet Connection: Mail Settings -New Connection

The mail password is used by "Mail" application, but is not reflected in "Inbox". To use "Inbox", the mail password must be entered again.  
-When using the "Mail Receipt" switch on the left side of the unit, check the "Save Password" box.  
-Enter the password again in the "Confirm Password" field.

Mail ID:  POP Server:

☐ Save Password SMTP Server:

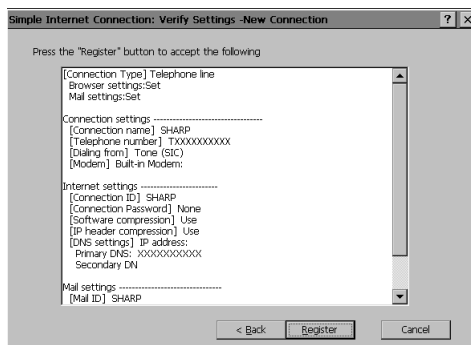
Mail Password:

Confirm Password:  E-mail Address:

< Back Next > Cancel

In this dialog box, settings are made for e-mail.  
The items displayed vary according to your provider. Refer to the instructions supplied by your provider when making the settings.

7. Check the contents of the settings, then tap the **Register** button.



Simple Internet Connection: Verify Settings -New Connection

Press the "Register" button to accept the following

[Connection Type] Telephone line  
[Browser settings] Set  
[Mail settings] Set

Connection settings -----  
[Connection name] SHARP  
[Telephone number] TXXXXXXXXXX  
[Dialing from] Tone (SIC)  
[Modem] Built-in Modem

Internet settings -----  
[Connection ID] SHARP  
[Connection Password] None  
[Software compression] Use  
[IP header compression] Use  
[DNS settings] IP address:  
Primary DNS: XXXXXXXXXX  
Secondary DNS

Mail settings -----  
[Mail ID] SHARP

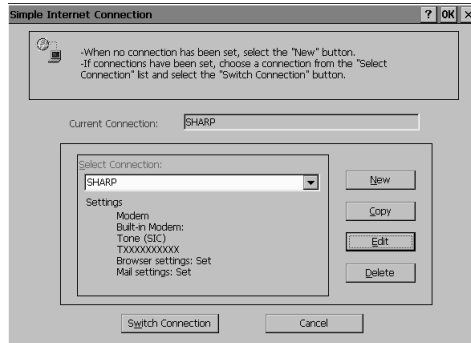
< Back Register Cancel

The provider is registered into **Select Connection** in initial dialog shown at step 2.

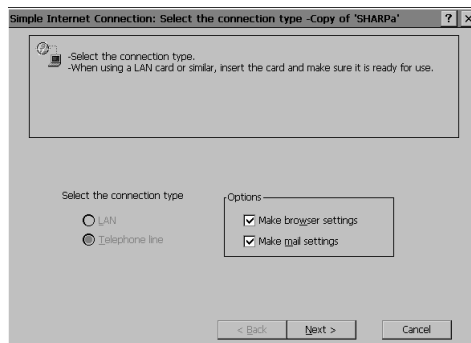
## Editing connection settings

You can make changes to connection settings, or create a new connection from an existing connection setting.

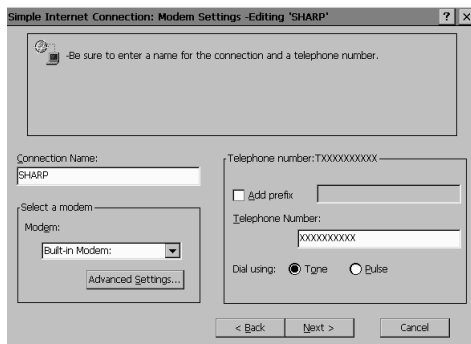
1. Select the connection to be edited, and tap the **Copy** button or the **Edit** button.



- When you want to create a new connection using the edited contents of an existing connection, tap the **Copy** button. This is useful when the same connection uses more than one connection method.
  - When you want to change only the connection settings, tap the **Edit** button.
2. Tap the **Next** Button.



3. Select the connection method, then tap the **Next** button.



Simple Internet Connection: Modem Settings - Editing "SHARP"

-Be sure to enter a name for the connection and a telephone number.

Connection Name: SHARP

Select a modem:  
Modem: Built-in Modem

Advanced Settings...

Telephone number: TXXXXXXXXX

☐ Add prefix

Telephone Number: XXXXXXXXXXXX

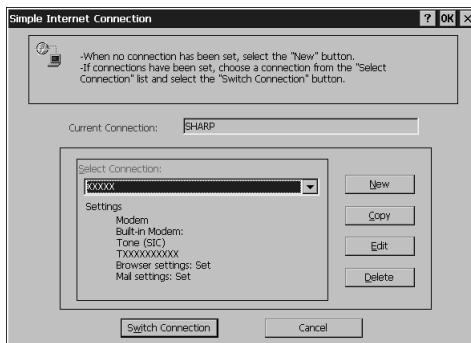
Dial using: ☒ Tone ☐ Pulse

< Back Next > Cancel

4. Edit items as necessary in the **Internet Settings** or **Mail Settings** dialog boxes that follow, then tap the **Next** button.
5. When the **Verify Settings** dialog box appears, check the contents of the edited settings and tap the **Register** button.  
If you selected **Copy** in step 1, a new connection is registered into the **Select Connection** list.

## Switching connections

1. Select a registered provider, and tap the **Switch Connection** button.



Simple Internet Connection

-When no connection has been set, select the "New" button.  
-If connections have been set, choose a connection from the "Select Connection" list and select the "Switch Connection" button.

Current Connection: SHARP

Select Connection:  
XXXXX

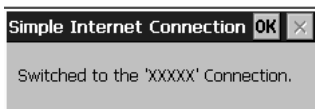
Settings:  
Modem:  
Built-in Modem:  
Tone (SLC)  
TXXXXXXXXX  
Browser settings: Set  
Mail settings: Set

New  
Copy  
Edit  
Delete

Switch Connection Cancel



2. Tap the **OK** button.



Connection will be made to this connection until you switch to a different connection.

## Connection via a LAN

Before making settings, you will need to get information such as IP addresses from your network administrator. Make the settings as instructed by your network administrator.

### Note:

To connect to the Internet via a LAN, you will need a LAN (network) card.

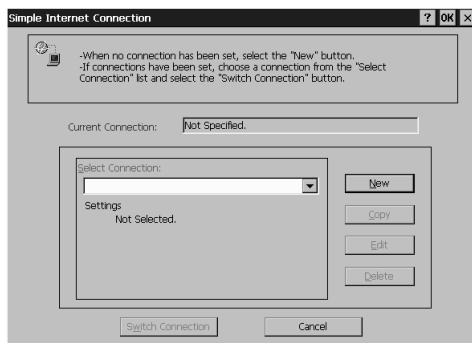
### Important:

- Please use a LAN card whose operation has been confirmed by SHARP. Using other LAN cards may damage the device or the card.
- To make a connection to the Internet via a LAN, some knowledge of networks is required. If a mistake is made when making a setting, not only will connection not be possible but damage to the entire LAN network could result. Make settings as instructed by your network administrator.

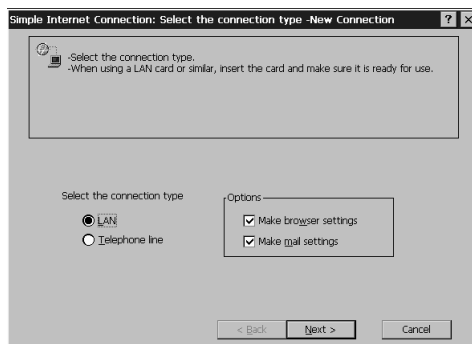
## Registering a LAN Connection

1. Install a LAN card into the device, and make LAN card settings.
2. Double tap the **Simple Internet Connection** icon.  
The **Simple Internet Connection** dialog box is displayed.

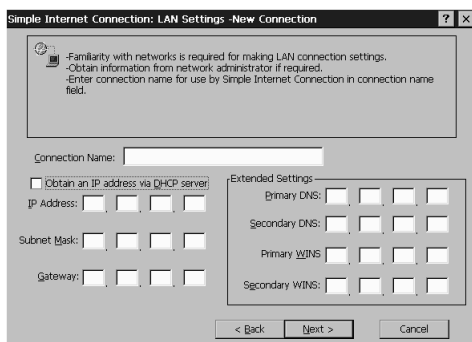
3. Tap the **New** button.



4. Tap **LAN** and then tap the **Next** button.



5. Set each of the items as necessary and tap the **Next** button.



6. Set each of the items as necessary and tap the **Next** button.

Simple Internet Connection: Browser Settings - New Connection

-To connect using a company LAN or similar, get required settings from network administrator.

☐ Use Proxy Server

☐ Bypass proxy server for local addresses

Proxy Server

Server:

Port:

< Back Next > Cancel

7. Set each of the items as necessary and tap the **Next** button.

Simple Internet Connection: Mail Settings - New Connection

-The mail password is used by "Mail" application, but is not reflected in "Inbox". To use "Inbox", the mail password must be entered again.

-When using the "Mail Receipt" switch on the left side of the unit, check the "Save Password" box.

-Enter the password again in the "Confirm Password" field.

Mail ID:

POP Server:

☐ Save Password

SMTP Server:

Mail Password:

E-mail Address:

Confirm Password:

< Back Next > Cancel

8. Check the contents of the settings and then tap the **Register** button.

Simple Internet Connection: Verify Settings - New Connection

Press the "Register" button to accept the following

[Connection Type] LAN

Browser settings:Set

Mail settings:Set

LAN settings:-----

[Connection name] SHARPLAN

Obtain an IP address via DHCP server

Primary DNS:None

Secondary DNS:None

Primary WINS:None

Secondary WINS:None

Browser settings:-----

[Use Proxy Server] Not Use

[Use Proxy for Local Addresses] Yes

Mail settings:-----

[Mail ID] SHARPLAN

[Mail Password] None

[E-mail Address] shard@co.jp

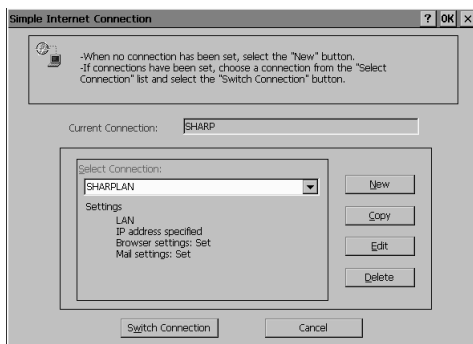
[POP Server] SHARPLAN

< Back Register Cancel

The new connection is registered into **Select Connection**.

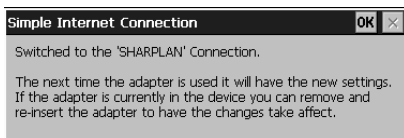
## Switching the connection to LAN

1. Select a registered connection, and tap the **Switch Connection** button.



The **Simple Internet Connection** dialog box appears.

2. Tap the **OK** button.



3. Remove the LAN card from the device once, and then re-install it.

# Mail

## Sending Message

First, perform a test by sending a message to yourself. This is useful for checking to see how an addressee will view your mail.

1. Double tap the **Mail** icon.




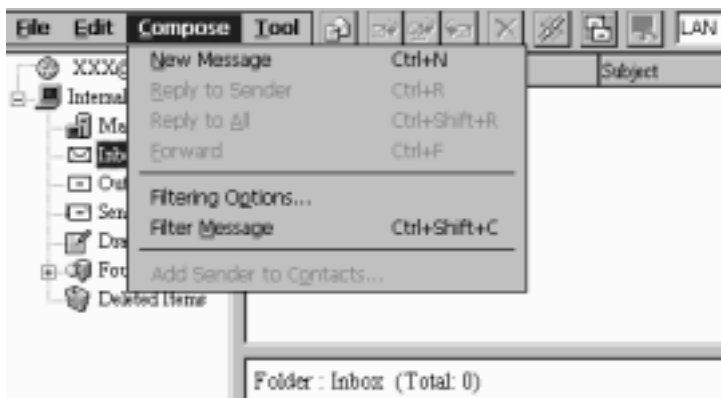
Mail

If the E-mail: Inquiry dialog box appears, tap Yes.



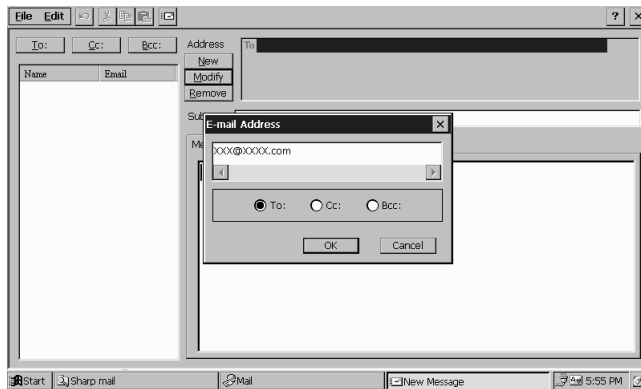
**Mail** starts.

2. Tap the  button.



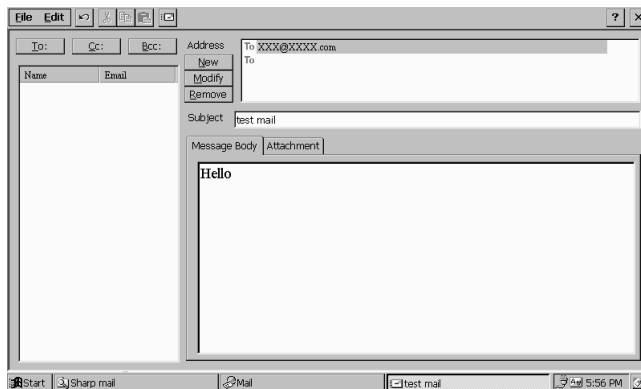
A screen for composing a message appears.

3. Input your e-mail addresses.




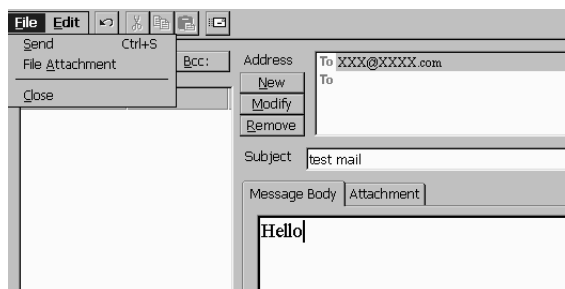
Tap the **New** button, input the e-mail address into the address dialog box that appears, and then tap the **OK** button.  
The e-mail address is input into Address.

4. Write the message.

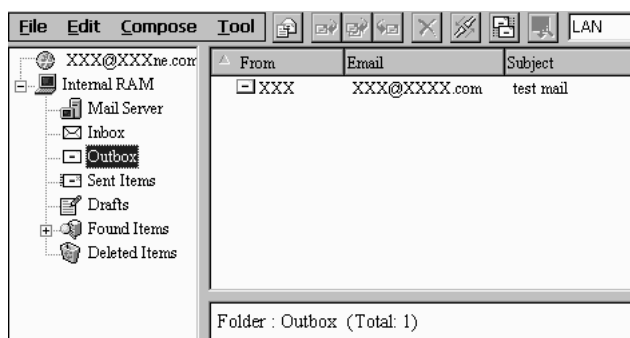


Input a title for the message into Subject.

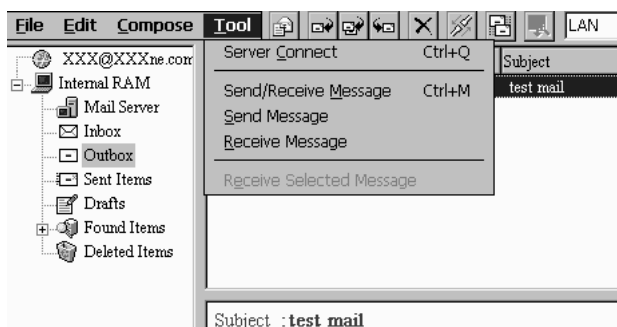
5. Tap the  button.



6. The message that you create is stored in the **Outbox** folder.

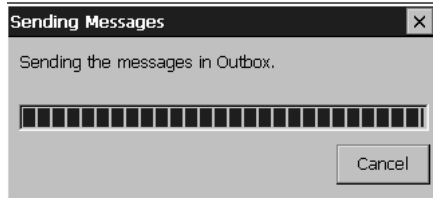


7. Select **Send Message** from the **Tool** menu.



The connection is opened.

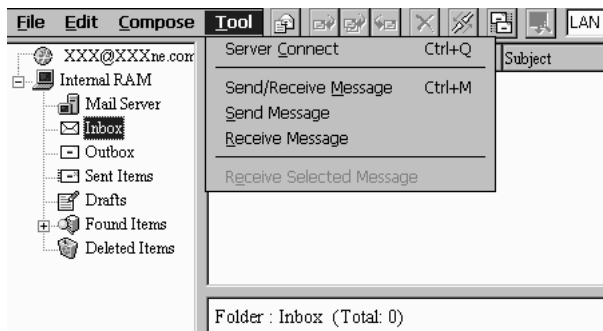
A message is displayed informing you that the message has been sent, then the connection is cut.




## Viewing Received Mail

Let's see if the message you sent to yourself has arrived.

1. Select **Receive Message** from the **Tool** menu.



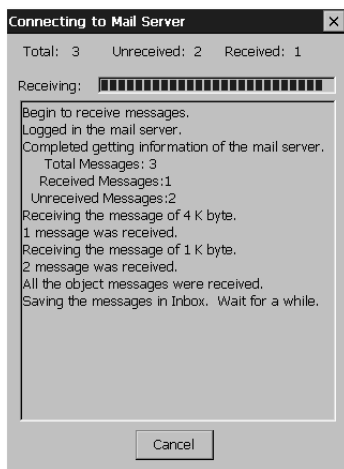
### Note:

With the  or by selecting **Send/Receive Message** from the **Tool** menu, you can send and receive message with one operation.

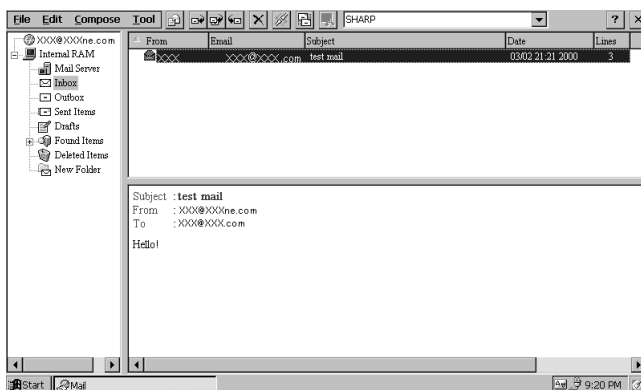
The connection is opened.



A message is displayed informing you that the e-mail has been received, then the connection is cut.




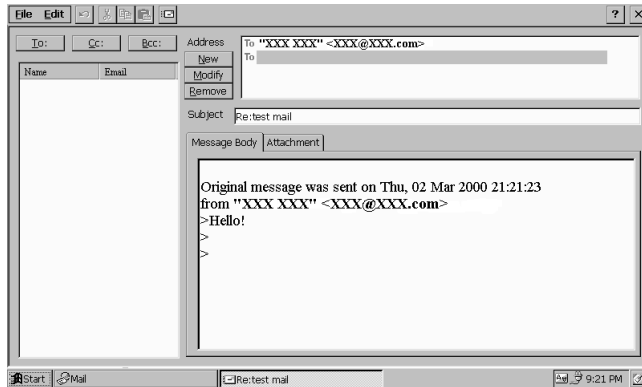
2. Tap the in tray, then tap the  button to display the contents of the message.



Is the message displayed as you expected?  
Before sending a message to your friends, send some to yourself for practice.

**Note:**

- When you want to reply to a message, tap the  button to enable you to add text to the original message. This is the same as selecting **Reply to Sender** from the **Compose** menu.



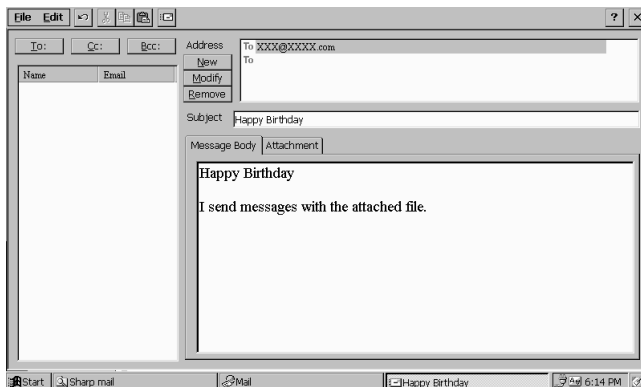
- To delete a message, tap on the message you wish to delete and then select delete from the **Edit** menu. The message is moved to the **Delete Items**. Selecting **Empty Deleted Items** from the **File** menu erases all messages in the **Delete Items**.

## Sending a message with a file attached

Let's send an e-mail with an attachment consisting of an image recorded using an MPEG-4 camera.

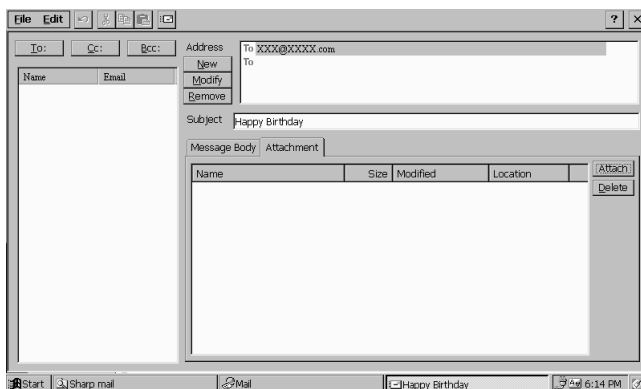
You can also write a message after choosing the file to be attached with the Movie Gallery or PC File Viewer.

1. Create a message, and tap **Attachment** sheet.

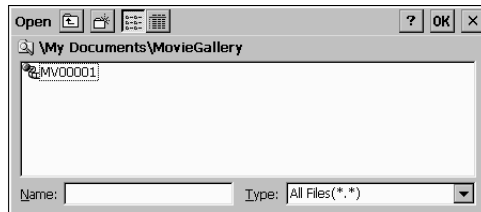


The Attachment sheet is displayed.

2. Tap the **Attach** button.

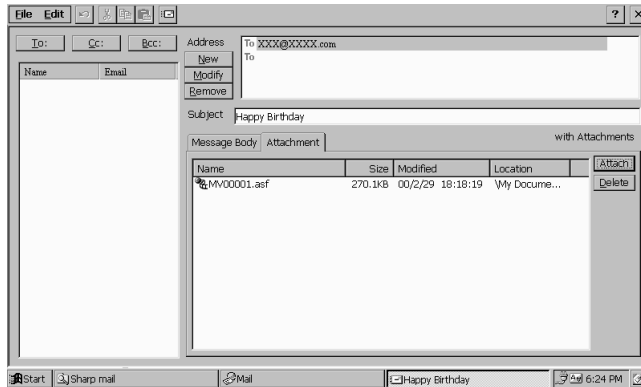


3. Specify the location of the file to be attached, then tap the **OK** button.




The file is attached to the message.

4. Send the message in the normal way.



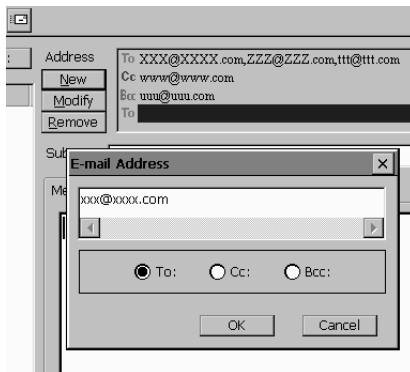
## Viewing Attached Files

A message that has a file attached to it is displayed with a  mark. When you double tap the attached file, the appropriate software for viewing the file starts automatically, and you can view the attached file.



## Sending a message to Multiple Addresses

By including many addresses in a message's address box, you can send a single message to multiple locations.

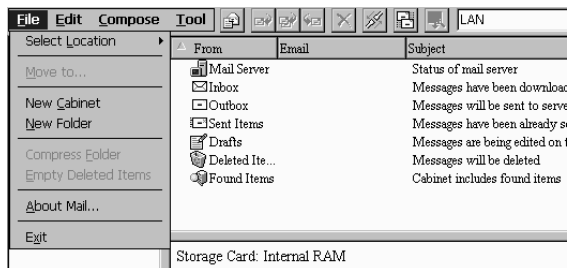


## Filtering Messages in the Inbox

Received message in the inbox can be filtered into specified folders according to conditions that you can set. In this way you can easily filter mailing list messages, mail news and so on.

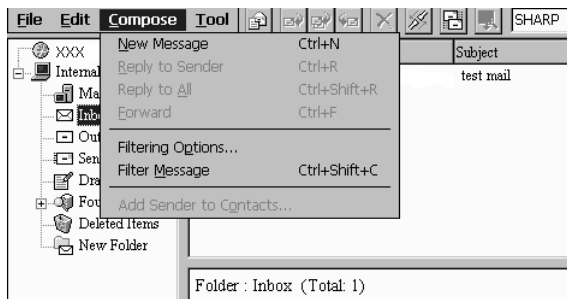
### Setting the conditions for filtering

1. Tap the cabinet under which you want to create a folder for storing filtered messages, and select **New Folder** from the **File** Menu.



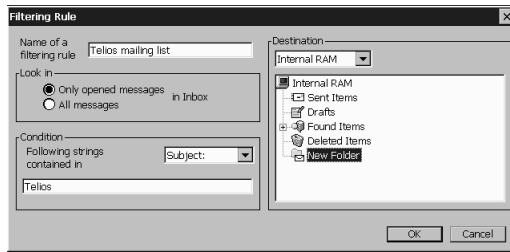
Give the new folder a name that is easy to understand.

2. Select **Filtering Options** from the **Compose** menu, then tap the **Add** button in the **Filtering Options** dialog box that appears.



The **Filtering Rules** dialog box appears.

3. Set the conditions for filtering, and tap the **OK** button.



The **Filtering Options** dialog box is displayed and the conditions are added to the list.

4. Tap the **OK** button

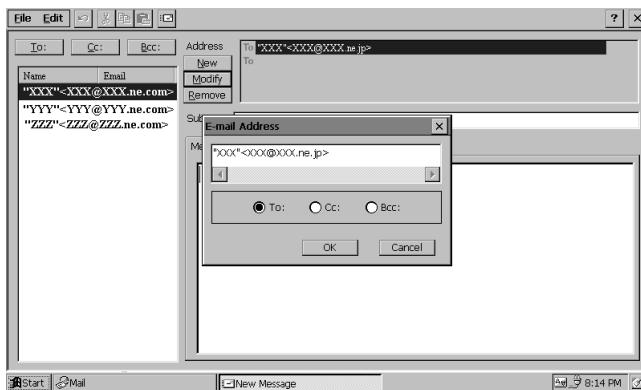


## Filtering Messages

When you select **Filtering Message** from the **Compose** Menu, the message in the Inbox is filtered according to the conditions that you set.

## Using an Address Registered in Contact

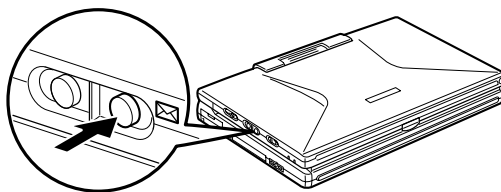
When you register an e-mail address in Contact, you can also use it with Mail.




When you select the Address Book on the left of the screen, the E-mail Address dialog box appears. You can enter e-mail addresses into the To:, Cc:, and Bcc: boxes by double tapping on e-mail addresses in the list, then tapping the **OK** button.

## Receiving a message by One-Touch

Even if the device is not turned on, you can receive mail with a single operation by using the One-Touch mail receipt switch. When the device is connected to a phone line or mobile phone and you push the one touch switch, the connection is opened automatically, a message is received and the connection automatically cut when receiving is complete.



### Note:

- When using the one-touch mail receipt switch, place a checkmark next to Save Password in Simple Internet Connection.
- The green lamp lights while the connection is being made, then flashes while a message is being received. The lamp goes out when there is no further message to receive.
- Push the One-Touch lock switch  to prevent the One-Touch mail receipt switch from being pressed by accident.



# Web Surfing

The “Web Surfing” software allows automatic gathering of information as the software automatically patrols home pages that you have registered in advance. Operations from connecting to the Internet, patrolling the home pages, to disconnecting the line are performed automatically. Captured home pages can then be viewed at leisure whenever convenient. Using the One-Touch web surfing switch, gathering of information can be conducted by a one-touch operation without even opening the display or turning on the power.

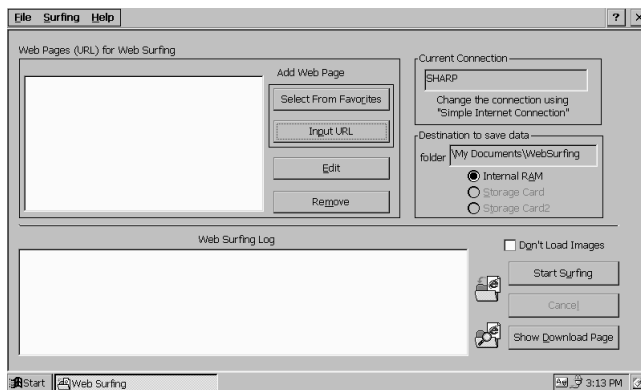
## Note:

- The unit must be set up so that connection to the Internet is enabled, and the **Save Password** option must be enabled in Simple Internet Connection. For details on the setting method, refer to “Simple Internet Connection” in these instructions.
- Depending on the home page contents, there are pages from which information cannot be captured.

## Preparations for Web Surfing

To prepare for web surfing, the home pages to be patrolled should be registered.

1. Choose the **START** button and then choose **PROGRAMS**. Select **SHARP Applications**, followed by **Web Surfing**. “Web Surfing” is launched.
2. Tap the **Input URL** button.  
Up to 10 home pages can be registered.

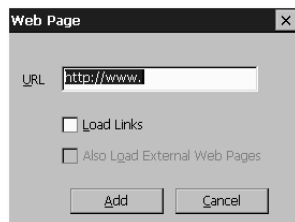


- Tapping the **Select From Favorites** button displays the **Select From Favorites** dialog box. The home page(s) can now be selected from those stored in **Favorites**.

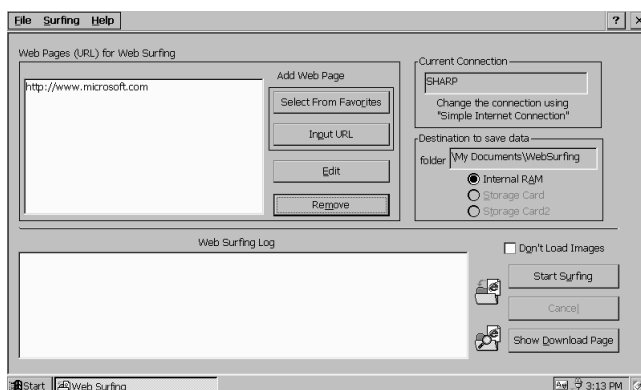
- You can change the destination folder.
- When switching the destination folder, you may not be able to display previously collected results. If this occurs, open index.html in the collection results folder.

The **Web page** dialog box appears

3. Enter the URL, and tap the **Add** button.
  - When capturing information from home pages using frames, check the **Load Links** option. In this case, only the top page of the specified URL is captured.



The specified home page is added to the list.



## To Edit the Settings of a Registered Home Page

Choosing the home page that you want to edit and tapping the **Edit** button, displays the **Web Page** dialog box to enable editing of settings.

## To Delete a Registered Home Page

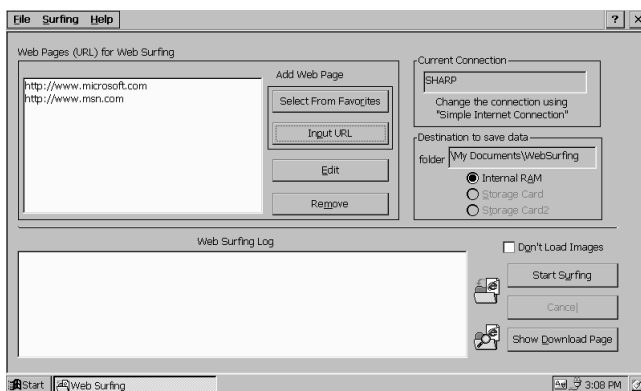
Delete a home page by selecting the home page and then tapping the **Remove** button.

## Automatic Capture of Information

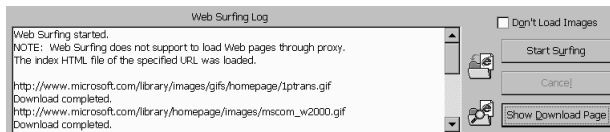
There are two methods to execute automatic capture of information: using the “Web Surfing” method or using the One-touch web surfing switch.

### Using the “Web Surfing” Method

1. Launch “Web Surfing”.
2. Tap the **Start Surfing** button.



Connection to the Internet is established and information capture starts. When the capture of information is completed, the connection is terminated. The results of the auto surfing can be viewed by tapping the **Show Download Page** button.

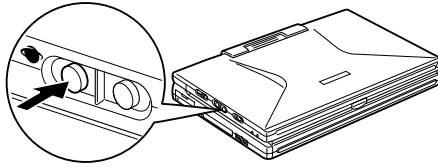


The links to the captured information are stored with the file name **Surfing Data** in the **Web Surfing** subfolder of the **My Documents** folder.


## Using the One-Touch web surfing switch

Even without turning on the device web surfing can be executed with a one-touch operation by using the One-touch web surfing switch.

When the unit is connected to a phone line or a cellular phone and the One-touch web surfing switch is pressed, connection is automatically established and capture of information commences. When gathering of information is completed, the power is turned off automatically.



To view the captured home pages, launch the **Web Surfing** application and tap the **Show Download Page** button.

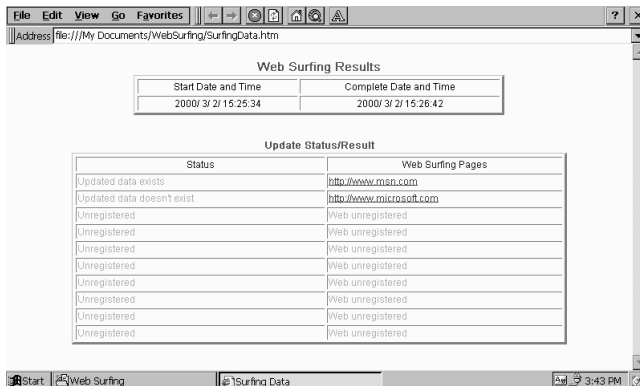
- The green lamp lights while the unit is connected to the Internet. It goes out when gathering of information is completed and the connection is terminated.
- If you turn the power on after the One-touch web surfing switch is pressed, the dialog box showing the results of the web surfing appears.
- Placing the One-touch web surfing switch at the locked  position prevents the One-touch web surfing switch from being pressed unintentionally.

### **Note:**

The One-touch web surfing switch can be used even if a password is set for the unit.

## To View Captured Home Pages

1. Double-tap the **Web Surfing** icon.  
The **Web Surfing** application is launched.
2. Tap the **Show Download Page** button.  
The results of the web surfing are shown.
3. Tap the URL of the home page that you want to view.



The captured home page is displayed.



### Note:

- If the **Don't Load Images** option was enabled, images are not displayed.
- When a new web surfing is conducted, the information captured the previous time is deleted

# MPEG-4 Camera


This software allows you to record a 1-minute video, with sound, using the internal camera in the device. Recorded images and audio can be attached to e-mail and sent.

## Limitations

- Windows cannot be moved or iconized.
- When a window is inactive, image is paused. However, if recording is in progress, recording continues even while the window is inactive.
- The Suspend Mode (in which the device is powered down) is disabled while recording or saving images.
- The screen is not dimmed during recording even if power reduction settings are made in 'back light' in the Control Panel.
- If the software is shut down or the power is turned off during recording, the recording will be canceled.
- Although other software running concurrently may obscure your view of the image, camera operation is not affected.

## Preparing for Recording

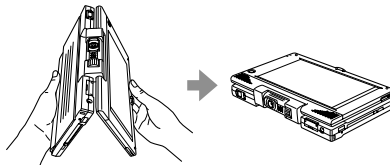
This section explains how to prepare for recording using the device in tablet configuration. When using the keyboard configuration, please refer to 'Recording' later in this manual.

1. Attach the keyboard hard cover.  
Attaching the keyboard hard cover makes the device easier to carry.
2. Tap the  icon to reverse screen display.  
Screen display reverses and the keyboard locks.  
You can also lock the keyboard with **Keyboard Lock** in the Control Panel.
3. Make sure that the modem jack and serial connector cover are closed.

### Caution:

Damage will result if the display is rotated without closing the modem jack and serial connector cover.

4. Gently turn rotate the display to put the device into tablet configuration.



## Recording



### Caution:

Before recording something important, first make a trial recording to confirm that recordings are saved properly.


1. Double tap the MPEG-4 Camera icon.




MPEG-4 Camera starts.

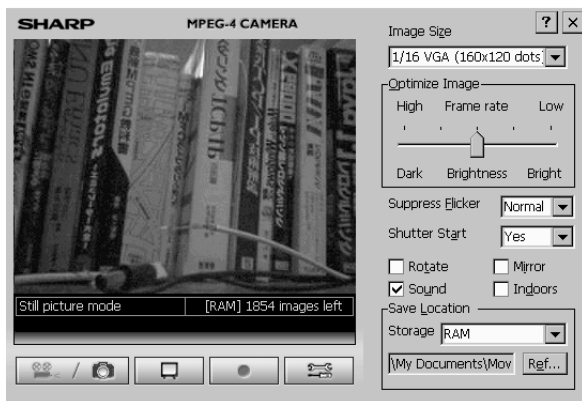
2. Tap the  button, and specify movie or still image. When in Movie Record mode, the button changes to  to display the recording time.




3. While watching the image on screen, point the internal camera at the subject and rotate the lens.
4. Press the shutter button on the device. This is the same as tapping the  button on the device. The image is recorded.
  - When recording a movie, press the shutter button to start recording, then press it again to stop recording.
  - When recording a still image, the image is recorded when you press the shutter button.

## Specifying Record/Save conditions

Tap the  button, to display the settings screen.  
Set the items as necessary.



## Viewing a recorded image

Tap  to start the Movie Gallery and show the entire recorded movie.

### **Note:**

With the Movie Gallery, recorded images can be listed and controlled in thumbnail format.



# Movie Gallery

Movie Gallery is software for listing and controlling images from thumbnails.

Things you can do with Movie Gallery:

- Display files and folders as thumbnails.
- Move files and folders.
- Delete files and folders.
- Display information about files and folders.
- Change file names.
- Search for files.

Files that can be displayed in thumbnail format:

- ASF
- JPEG (Some formats cannot be displayed, such as progressive JPEG)
- GIF
- BMP (24BPP, 16BPP, 8BPP)

In some cases, the above formats may not be displayable.

## Using the Movie Gallery

The following example shows how to play movies recorded with the internal camera.

**Note:**

When copying movie files into the device, copy them to \My Document\Movie Gallery.

1. Double tap the Movie Gallery icon.







Movie Gallery

The Movie Gallery starts.

## 2. Double tap the file you want to see.



The Movie Player starts and the file is played automatically.

- When you tap the  button after tapping a file, you can delete the file.
- When you tap the  button after tapping a file, you can display information about the file.
- Tap the  button to search for a file. You can use Wildcard (\*) when searching for files. For example, if you are searching for asf files, input \*.asf.
- Tap the  button to start Mail and attach the file you select.

# Movie Player

The Movie Player is software for playing MPEG-4 movies (audio, visual) recorded using the device's internal camera.

## Note:

- Refer to Help for information about limitations when playing and displaying images.
- Movie Player can only play movie files recorded in MPEG-4 format using the unit's internal camera.

## Playing Movie Files

1. Double Tap the Movie Player icon.











Movie Player

The Movie Player starts.

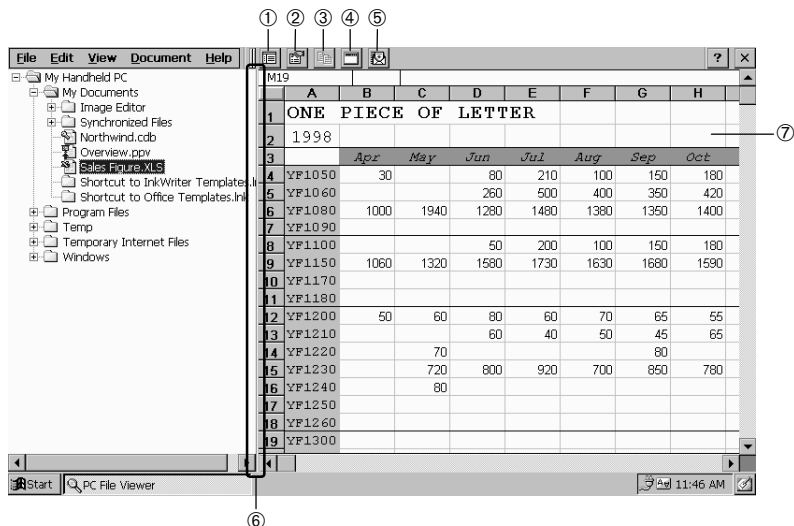
2. Tap the **OPEN** button and select the movie file.  
The movie file starts playing automatically.





- Tap the  button to start play. Tapping this during play will pause the movie.
- Tap the  button to stop the movie.
- Tap the  button to play the movie repeatedly.
- Tap the  button to change the display size to 320x240 dots. This results in a coarser appearance.
- Tap the  button to mute the sound.
- Tap the  button to reduce the possibility of frames dropping out when playing high resolution movie files (S-Fine, 1/4 VGA). This results in some increase in the time required for loading the first file.
- Tap the  button to save a still image (JPEG or BMP) from the image being displayed.
- Tap the  button to display information about the movie file.

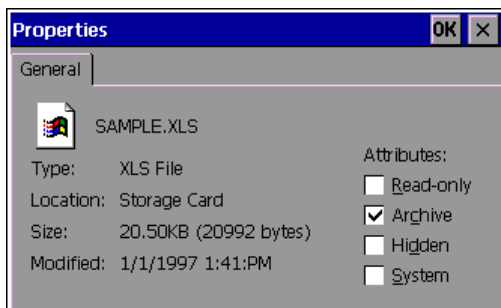
# PC File Viewer



PC File Viewer enables you to see the contents of desktop PC files in several different formats without actually having or opening the applications used to create files in those formats. To start PC File Viewer, double-tap the PC File Viewer icon on the desktop, or tap the **Start** button and select **Programs, SHARP Applications**, and then **PC File Viewer**.




①  **File List** button. Hides (and redisplay) the file directory on the left side of the screen.

②  **Properties** button. Shows the properties of the selected file.



- ③  **Copy** button. Copies the area currently selected in the PC File Viewer screen into the clipboard, from which it can be pasted into another application.
- ④ Starts up related applications
- ⑤ Attaches the selected file to mail
- ⑥ Separator bar. Drag it right or left to change the width of the file directory.
- ⑦ Context menu. Appears when you tap the file contents while holding down the  key.

## Opening a File for Viewing

Double-tap the file name in the file list, or select **Open Another File for Viewing** from the **File** menu, select the file to view from the Open dialog box, and tap the  button.

## Using Files

Using PC File Viewer, you can copy viewed files, copy data from viewed files into another application, and search for text within viewed files.

## Copying Data into Another Application

1. In PC File Viewer, select the portion of the file to be copied by dragging across the desired area. (To select the entire file, tap **Select All** in the **Edit** menu.)
2. Copy the selected area into the clipboard by tapping the **Copy** button, or by tapping **Copy** in the **Edit** menu or context menu.
3. Start up the target application, position the cursor as desired, and paste the contents of the clipboard.

## Searching for Text in Viewed Files

1. Open the document or spreadsheet containing the text to be found.
2. Tap **Find** in the **Edit** menu.
3. When the Find dialog box appears, enter the text to be found.
4. Tap the **Find** button. The found text is displayed in reverse video.

### **Note:**

To search for other occurrences of the text, select **Find Previous** or **Find Next** in the **Edit** menu.

## Customizing PC File Viewer

Tap **Options** in the **View** to display the PC File Viewer Options dialog box. By checking the appropriate checkboxes and selecting appropriate values in the various list boxes, you can:

- Set the default font that is used for displaying the contents of viewed files in text data.
- Determine how PC File Viewer behaves upon viewing a file of unknown type.
- Show or hide gridlines in viewed spreadsheets.
- Show or hide gridlines in viewed databases.
- Select the data format used for copying data into the clipboard.
- Select the default font to be assigned to data copied into the clipboard.
- Choose whether to include or exclude field names when copying data from a database.

## Display Limitations of PC File Viewer

PC File Viewer is capable of displaying data produced by a wide variety of applications. However, it does not fully replicate the functions of these applications, and in some cases, the appearance of displayed data will differ from that produced by the applications themselves. For example, PC File Viewer may use its own display format for producing data layouts, formats, lines, and symbols.

Also, PC File Viewer is not capable of reproducing displays that result from special character settings or formatting.

Some further display restrictions are imposed by limitations of the Windows CE operating system.

- Since OLE is not fully supported, data such as images and graphs embedded in text or data will not be properly displayed.
- Since Pocket Word does not provide a table function, table frames and data layouts resulting from copying and pasting of tables cannot be properly displayed.

Here are some examples of application data that cannot be properly displayed.

### Databases

- With dBase, objects whose data type is binary, memo, or OLE will be displayed as the labels “(Binary Data)”, “(Memo File)”, or “(OLE Field)”, rather than as objects.
- PC File Viewer displays line numbers, column numbers, and field names using its own standard format. For example, if the line numbers in the original data are 3, 4, 7, and 8, PC File Viewer will display them as 1, 2, 3 and 4. Field names are not displayed.
- PC File Viewer does not support display of Paradox table files (.db files).
- PC File Viewer does not support all of the numeric data types of Access.
- Data that has been imported into Access by attachment may not be displayed.

### Documents

- Headers and footers may not be displayed properly.
- Footnote symbols and roman numerals are displayed as arabic numbers.
- Depending on document size, a blank page may be displayed at the beginning of documents.

### Graphics

- JPEG files encoded with progressive encoding are not supported.

### Spread sheets

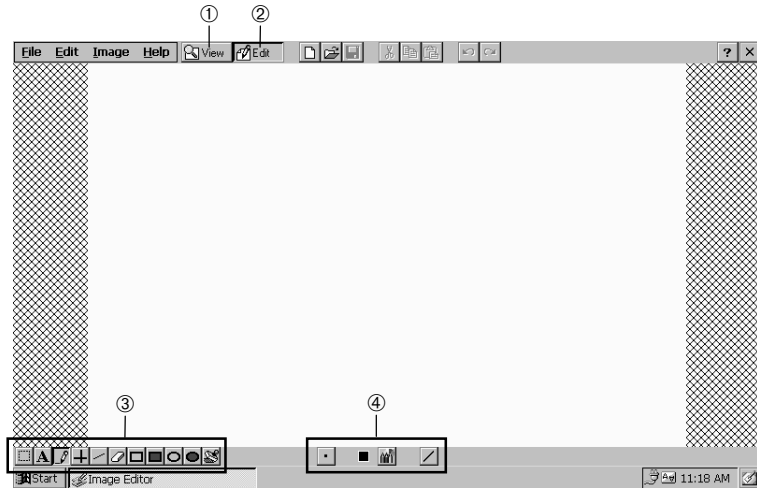
- All Excel 97 sheet names become “Sheet 1,” “Sheet 2,” and so forth.
- The date may not be displayed in the specified display format.



# Image Editor



Image Editor enables you to edit image files. With Image Editor, you can edit image files, add hand-written notes, convert file formats, run a mini slide show, and much more. Sizes of files you can open and edit can be up to 800 × 600 dots.

To start Image Editor, double-tap the Image Editor icon on the desktop, or tap the **Start** button and select **Programs, SHARP Applications**, and then **Image Editor**.



- ① Switches to view mode for viewing the current file.
- ② Switches to edit mode for editing the current file.
- ③ Image editing tools.
- ④ Commands available for the active editing tool.

## Editing images

1. Tap **New** on the **File** menu to create a new file, or tap **Open** to select an existing file and tap the **Edit** icon (  ) to switch to edit mode.
2. Use the image editing tools to edit the image.
3. Tap  to save the image.

### Note:

- You can open JPEG, BMP, 2BP and GIF files, but you can only save to the JPEG, BMP or 2BP file formats. If you edit a GIF file, you must save it to the JPEG or BMP file format.
- You may not be able to open a file if there is not enough program memory. Try increasing the program memory.
- **About JPEG format:**  
As compared to BMP format, JPEG format is very small. This is possible because the JPEG format discards some details of the original image. This also means a JPEG file may not look exactly like the original image. If you would like to save an image with full detail, use BMP format.
- **About Decrease Color Depth and Reduce Size:**  
When you use the Reduce Size function of Image Editor, you will not be able to use the Decrease Color Depth function until the image is saved.  
Similarly, when you use the Decrease Color Depth function of Image Editor, you will not be able to use the Reduce Size function until the image is saved.

## Image Editing tools



- Stamp (adds any of 64 "stamps" to an image)
- Ellipse with fill (draws ellipses with fill)
- Ellipse (draws ellipses)
- Rectangle with fill (draws rectangular shapes with fill)
- Rectangle (draws rectangular shapes)
- Eraser (erases unwanted part of an image)
- Line tool 2 (draws straight lines)
- Line tool 1 (draws lines at 45 degree increments)
- Pen tool (allows freehand drawing)
- Text (adds text to the image)
- Area selector (selects an area for further manipulation)

## Decreasing color depth of image

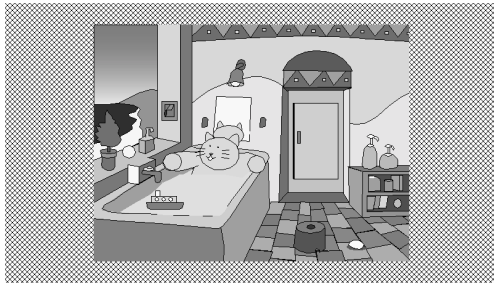
While in View mode, you can reduce the number of colors in an image. Full color can be reduced to 256 colors, 256 grays, 4 grays, or black/white; 256 colors can be reduced to 4 grays or black/white; and 4 grays can be reduced to black/white.

## Reducing size of image

From View mode, you can reduce the size of an image to 75%, 50% or 25% of the original. Each dimension (width/height) of the image will be reduced by the selected amount.

## Running a mini slide show

You can use Image Editor to run a mini slide show, as follows:



(Simulated image)


1. Gather all image files for the slide show into a folder.
2. If necessary, rename the files so that, when alphabetically sorted, they are arranged in the correct order for the slide show. For example, you can name the first slide Slide01.bmp, the second one Slide02.bmp, etc.
3. In Image Editor, open the first file in View mode.
4. From the **Image** menu, tap **Slide Show**.
5. Press the down key and the second file will be displayed. To move back to the previous file, use the up key. To cancel the slide show, press the **Esc** key.

When no more files can be shown, a message appears to indicate there are no more files for viewing.



## Auto Image Correction

Auto Image Correction automatically optimizes the contrast, brightness, and saturation of the displayed image for best appearance.

To use Auto Image Correction, while in View mode tap **Auto Image Correction** in the **Image** menu. Correction starts and the cursor changes to an hourglass icon. After correction is completed, a message appears.

Tap , then either save or discard the corrected image.

### Note:

- After using Auto Image Correction to optimize an image, menu functions such as **Decrease Color Depth** and **Make Movie** are disabled until the changes have been saved or discarded. To discard the changes, tap the  button and then tap  in the dialog box that appears.
- This feature does not always improve the result. Depending on the image data, the image may appear worse than when this feature is not used.

# Backup Tool

The “Backup Tool” can be used to back up the unit’s data and settings to a memory card.

“Backup” is the process of storing a duplicate of the data or settings of this unit on a commercially available memory card (PC card, CF card). “Restoring” is the process of returning backup data to its original location.

To prepare for unforeseen situations, it is recommended that you regularly back up data from the unit to a memory card, etc. If you retain a backup copy of data, you will always be able to restore the device to the state it was in when the backup copy of the data was made, even in the case when a full reset operation has been performed.

## Note:

- It is also possible to back up the data on a PC.
- The password set using **Password** on the Control Panel cannot be backed up.

## Caution:

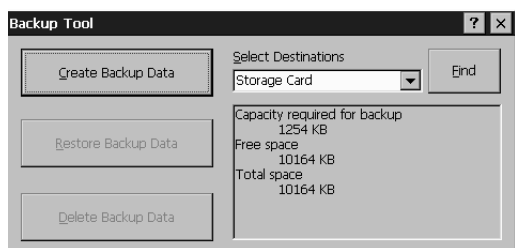
- Use a memory card type whose operation has been verified by Sharp. Using other types of memory cards could result in damage to the main unit and/or the memory card.
- Do not operate the unit while backup or restoring is in progress. This could prevent correct backup or restoring.
- Always use the AC adapter when using a memory card for backup or restoring.

## To Back Up

### Note:

- To back up the data and settings of the main unit, a memory card with a free storage space of 28 MB is required. However, the required free storage space differs with the amount of data.
- When the “Backup Tool” is launched, the free storage space is indicated automatically.

1. Close all software running on the main unit.
2. If not already connected, connect the AC adapter to the main unit.
3. Attach a memory card to the main unit.
4. Choose the **START** button followed by **PROGRAMS**. Then choose **SHARP Applications** and select “Backup Tool”.  
The **Backup Tool** dialog box appears, and the empty storage space of the memory card is indicated together with other information.
5. Choose the memory card to serve as the backup destination, and then tap the **Create Backup Data** button.



**Note:**

If a file with backup data already resides on the memory card, the **Create Backup Data** button will not be selectable. In this case, first tap the **Delete Backup Data** button to delete the old backup file, and then make a new backup.

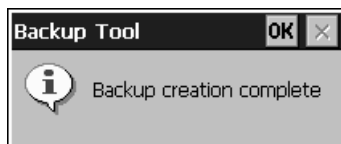
The confirmation dialog box appears.

6. Tap the **Yes** button.



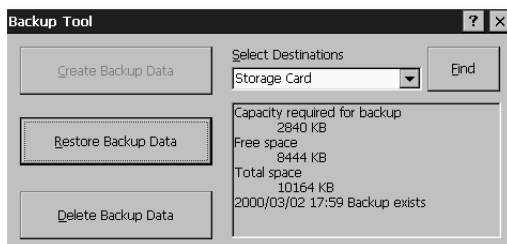
Backup is carried out. When the backup is complete, the completion message appears.

7. Tap the **OK** button.



## To restore

1. Close all software running on the main unit.
2. If not already connected, connect the AC adapter to the main unit.
3. Attach the memory card with the backup data to the main unit.
4. Choose the **START** button followed by **PROGRAMS**. Then choose **SHARP Applications** and select **Backup Tool**.  
The **Backup Tool** dialog box appears, and the empty storage space of the memory card is indicated together with other information.
5. Choose the memory card with the backup data, and then tap the **Restore Backup Data** button.

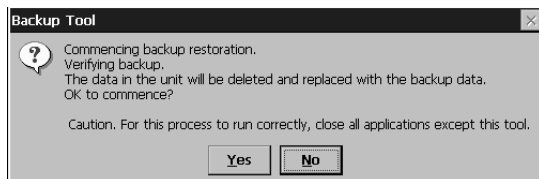


### Note:

If the **Delete Backup Data** button is tapped, the backup data is deleted from the memory card.

The confirmation dialog box appears.

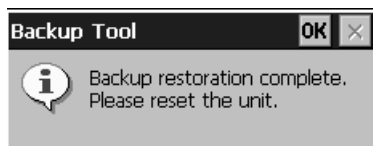
6. Tap the **Yes** button.



The backup data is restored. When the restoring process is completed, the completion message appears.



7. Tap the **OK** button.



8. Press the reset button on the side of the main unit.
9. Check the date and time using the “World Clock” option on the Control Panel. If incorrect date and time are shown, correct the settings.

# Launcher

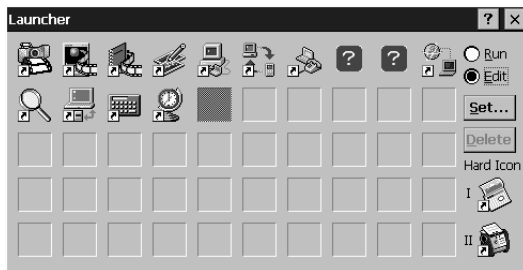
By registering files and applications that you use regularly with the Launcher, you can open files or start applications simply by tapping their icons.

## Opening from the Launcher

1. Tap the  hard icon.  
The **Launcher** dialog box appears.
2. Tap the icon.

## Launcher Registration

1. Tap **Edit** in the **Launcher** dialog box.



2. Select the location that you want to register (box) and tap the **Set** button.
3. Select the file that you want to register, then tap the **OK** button.  
An icon is added for the file that you selected.

### Note:

When making a registering a hard icon as user-defined, first delete the icon, then register it.

# Appendices

## A. Troubleshooting

If you encounter difficulties while using your device, look here. If you need troubleshooting information for ActiveSync, see ActiveSync Help on your desktop computer or visit Microsoft's web site at:

<http://www.microsoft.com/pocketpc/support.asp>

### Remote Connections

This section covers situations you may encounter when trying to connect your device to other sources of information. For problems with communicating with your desktop, see ActiveSync Help on your desktop computer.

Problem	Solution
Can't dial out with the device modem	<ul style="list-style-type: none"><li>• Verify that the modular phone cable is firmly connected to your device and the telephone jack.</li><li>• Make sure the telephone line is analog. (Analog telephone lines transmit data in analog instead of digital form. Your home telephone line is most likely analog, while office telephone lines are often digital.)</li><li>• Make sure you've correctly set dialing properties for this connection.</li><li>• Make sure the modem is waiting for a dial tone. Select <b>Start, Programs, Communication</b>, and then <b>Remote Networking</b>. Tap or click your connection once to select it, and then select <b>Properties</b> on the <b>File</b> menu. In the <b>Dial-Up Connection</b> dialog box, select the <b>Configure</b> button and then select the <b>Call Options</b> tab. Select <b>Wait for dial tone before dialing</b>.</li><li>• For international calls, allow more time for the call to go through. On the <b>Call Options</b> tab described in the previous bullet, clear the <b>Cancel the call if not connected within</b> option or increase the number of seconds allowed.</li></ul>

Problem	Solution
Can dial out but can't make a proper connection	<ul style="list-style-type: none"> <li>• Make sure the network to which you are trying to connect supports Point-to-Point Protocol (PPP). PPTP connections are not currently supported. Your Internet service provider or network administrator can verify this.</li> <li>• Verify that the location is correct. Select <b>Start, Settings, Control Panel</b>, and then double-tap or double-click the <b>Dialing</b> icon. Make sure that the location settings reflect your current location, that the location's dialing pattern is appropriate, and that the local country and area code are correct.</li> </ul>
The connection is unreliable	<ul style="list-style-type: none"> <li>• Make sure the modem is firmly seated and connected to your device and the telephone jack.</li> <li>• Disable call waiting. Select <b>Start, Settings, Control Panel</b>, and then double-tap or double-click the <b>Dialing</b> icon. Select <b>Disable call waiting by dialing</b> and enter the disable code specified by your telephone company.</li> </ul>
Network Connection is not listed in the ActiveSync dialog box	<ul style="list-style-type: none"> <li>• Close the dialog box, wait a few minutes, and try again.</li> <li>• Reset the device.</li> </ul>

## Infrared transfer between Windows CE-based devices

Problem	Solution
If you are unable to use infrared to transfer information between Windows CE-based devices, try the following.	<ul style="list-style-type: none"><li>• Transfer only one file, or no more than 25 contact cards, at a time.</li><li>• Position the infrared ports so that they line up and are less than one meter (three feet) but more than two inches apart.</li><li>• Make sure nothing is between the two infrared ports.</li><li>• Adjust the room lighting. Some types of light interfere with infrared communication. Try moving to a different location or turning off some lights.</li></ul>

## Display

If you're having trouble viewing your data, here are some suggestions.

Problem	Solution
<b>Screen is blank</b>	<ul style="list-style-type: none"><li>• Adjust the display contrast.</li><li>• Reset the device.</li><li>• Charge the main battery.</li></ul>

## System response

Sometimes the device doesn't respond as quickly or accurately as usual. Here are some tips to get you back up to speed.

Problem	Solution
Inaccurate response to stylus taps	<ul style="list-style-type: none"><li>• Recalibrate the stylus. Press <b>CTRL+ALT+ +</b> (PLUS key), or select <b>Start, Settings, Control Panel</b>, and then double-tap or double-click the <b>Stylus</b> icon.</li></ul>
Slow or no response	<ul style="list-style-type: none"><li>• Reset the device.</li></ul>

## Battery

The low main battery message appears.	<ul style="list-style-type: none"><li>• Charge the main battery.</li></ul>
Continuous Operating time is extremely short even after the main battery is fully charged.	<ul style="list-style-type: none"><li>• The main battery is worn out. Consult your Sharp dealer to replace it.</li></ul>
The charging lamp flashes rapidly (4 times per second).	<ul style="list-style-type: none"><li>• Indicates a malfunction. Consult your Sharp dealer.</li></ul>

## B. Hardware specifications

CPU		MIPS RISC processor
Memory		32 MB RAM* <sup>1</sup> standard (SDRAM), 2 MB (Video RAM)
Display Resolution		7.1" color TFT LCD with backlight, non-glare, Touch panel, 800 × 480 dot 65,536* <sup>2</sup> colors
Keyboard		15 mm pitch (English keyboard layout)
Audio		Built-in microphone / speaker (mono)
Card slots		PC card (Type II) × 1, Compact Flash card (Type II) × 1
Modem* <sup>3</sup>		V.90 compliant Data* <sup>4</sup> : 56 Kbps (receiving), 33.6 Kbps (sending), Fax* <sup>4</sup> : 14.4 Kbps
I/O ports		Serial (RS-232C)/VGA out × 1, USB × 1, IR (IrDA1.1) × 1, RJ-11 × 1 (modem), earphone jack × 1 (16 to 40Ω)
Camera	Photographic element	1/4-type primary color RGB filter, 350,000 pixels (310,000 pixels are effective), square pixel CMOS image sensor
	Lens	Fixed focus lens F3.4 f = 3.85 mm
	Shutter speed	Automatic (1/7 to 1/15,000 seconds)
	Focus mode	Fixed
	Capture distance	Approximately 26 cm to infinity
	Exposure control method	Electronic shutter control
	Exposure correction	Variable storage time method
	White balance	Automatic
	Horizontal resolution	300 TV lines
Power	Main	10.8 V DC, Lithium-ion Rechargeable Battery Pack 19 V DC, AC adapter
	Backup	CR2032 lithium battery × 2
Power consumption		9.2 W (when using the battery pack) 27.7 W (when using an AC adapter)
Battery life* <sup>5</sup> (Operation)	Main	Approx. 10 hours (5 minutes operation and alternating 55 minutes display only with minimum backlight, at an ambient temperature of 25°C (77°F)) Approx. 5 hours (exploring the Web using Pocket Internet Explorer, connecting to internet with built-in modem* <sup>3</sup> , with minimum backlight, at an ambient temperature of 25°C (77°F)) Approx. 2.5 hours (monitoring with the built-in camera with maximum backlight, at an ambient temperature of 25°C (77°F))

Battery life (Data backup)	Main	Approx. 1 month (fully charged with the power off, at an ambient temperature of 25°C (77°F))
	Backup	Approx. 9 days (when the device won't run off the battery pack, at an ambient temperature of 25°C (77°F)) Approx. 7 days (with the battery pack removed, at an ambient temperature of 25°C (77°F))
Battery charging time	Main	Approx. 2.5 hours (at an ambient temperature of 25°C (77°F)) *charging time varies depending on usage
Dimensions		213 (W) × 140 (D) [camera part 142.5] × 28.3 (H) [battery part 31.8] mm 8.4" × 5.5" [5.6"] × 1.1" [1.3"]
Weight		Approx. 860 g (1.89 lb) (including battery pack)

- \*1 Memory allocation for storage memory and program memory is adjustable. RAM cannot be expanded.
- \*2 Differs according to the application being used.
- \*3 Models with a built-in modem may not be available in some countries.
- \*4 The execution speed for software modems is slower than that for modems that use a PC card.
- \*5 Battery life will be extended if display brightness is lowered. Further, battery life may be reduced when the device is used with a PC or CF card, used in low temperatures, connected to a PC, or data is continually input.