

Important Safety Information

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

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

General Precautions

Avoid hot areas: The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.

Avoid wet areas: Never use the product in a wet location.

Avoid pushing objects into product: Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.

Mounting Accessories: Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.

Avoid unstable mounting: Do not place the product with an unstable base.

Use product with approved equipment: This product should be used only with personal computers and options identified as suitable for use with your equipment.

Adjust the volume: Turn down the volume before using headphones or other audio devices.

Safety Precautions for Power Supply Unit

Battery



Warning

To reduce the risk of fire or burns, do not disassemble, crush, puncture, short external contacts, or dispose of in fire or water. Danger of explosion if battery is incorrectly replaced. Replace only with specified batteries.



Battery may require recycling in accordance with local laws. Contact your local regulatory authorities for more information.



Your battery should not be thrown in the trash.

AC Adapter



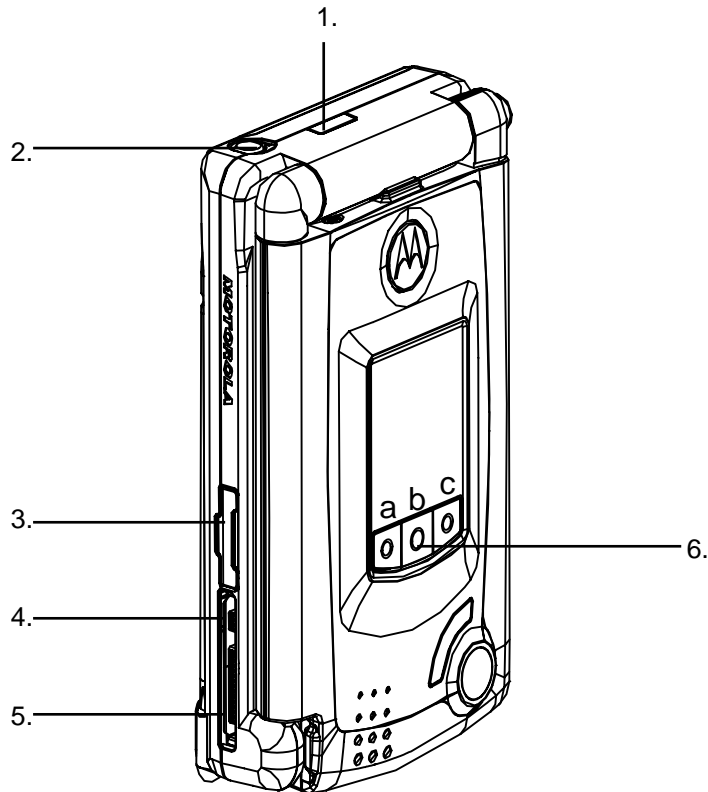
Warning:

- Never attempt to disassemble or repair an AC Adapter, and never alter their power supply cables or plugs as exposure to electric shock hazards could result. Always contact an authorized service provider, if repair or replacement is required.
- Never connect or disconnect the AC Adapter with wet hands. Connection or disconnection the AC Adapter to a power source with wet hands could cause electric shock.
- Always confirm that AC Adapter plug(and the extension cord and plug, if any)have been fully inserted into the receptacle, to assure a secure electrical connection.
- Plug the AC Adapter into an electrical outlet that is easily accessible at all times.
- Disconnect power from the equipment by unplugging the AC Adapter from the electrical outlet.
- Do not place anything on the power cables. Arrange them so that no one may accidentally step on or trip over them.

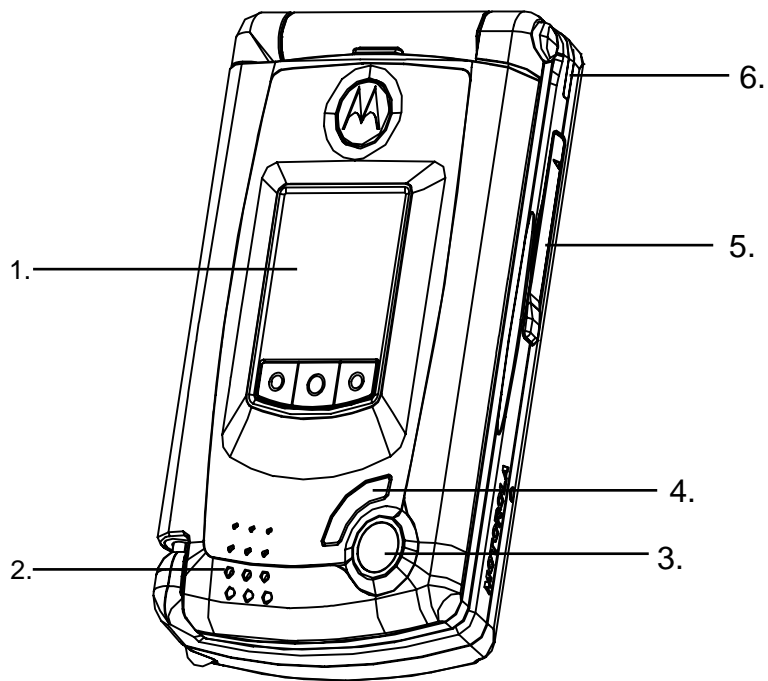
Use only with Motorola original batteries and chargers.

Hardware Features

Front Panel Components

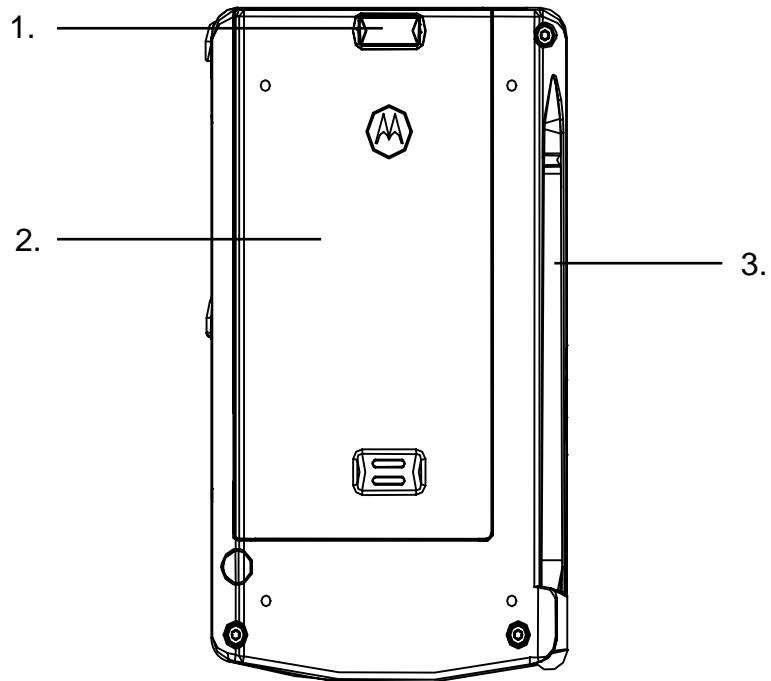


1.	Infrared port: Enable you to exchange file(s) or data with other devices with cable/wires.
2.	Earphone Jack: Allows you to listen to audio media or use the phone hands-free kit
3.	SIM card door: Open the rubber door to insert SIM card.
4.	Power Jack: Use this connector when recharging
5.	CE Bus: Accessories connecting port
6.	MP3 Key a) Previous b) Play / Stop c) Back



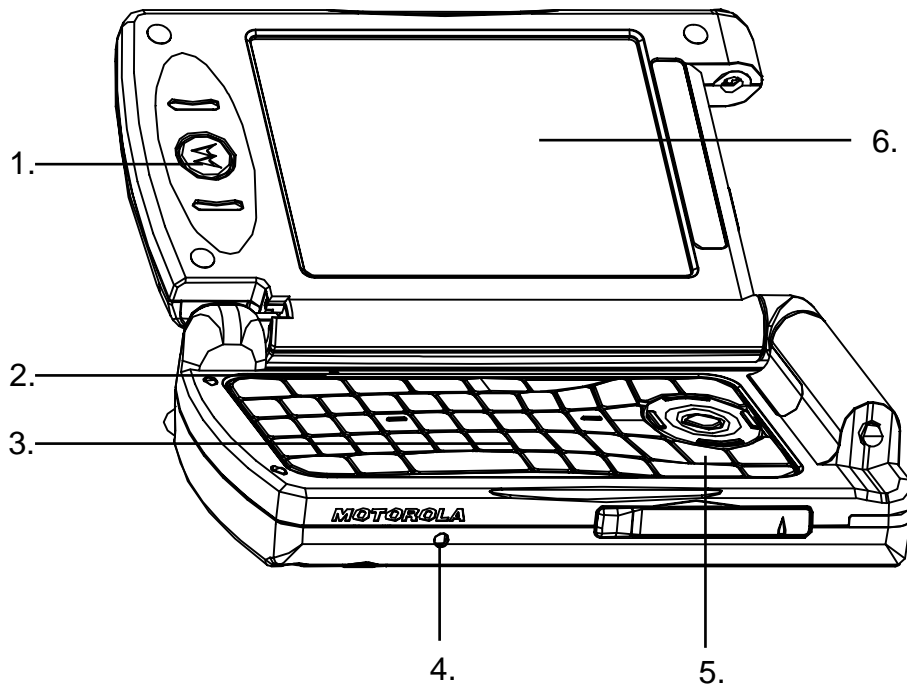
1.	External Display:
2.	Speaker: Listen to audio media.
3.	Camera:
4.	Flashlight:
5.	MMC and SD card slot: Insert either MMC or cards in this slot.
6.	Notification LED a) Steady Red – Charge. b) Steady Green – Charge done. c) Steady Blue – RF event. d) Steady Amber – Charge done + RF. e) Steady Magenta – Charge + RF. f) Steady Cyan – Pre Charge. g) Flash Blue – Notification. h) Flash (Green + Amber) – Charge done + notification. i) Flash (Red + Magenta) – Charge + notification

Back Panel Components



1.	External battery clip: Before screwing the extended battery into position please secure the bottom into this bole
2.	External battery cover
3.	Stylus

Inner Components



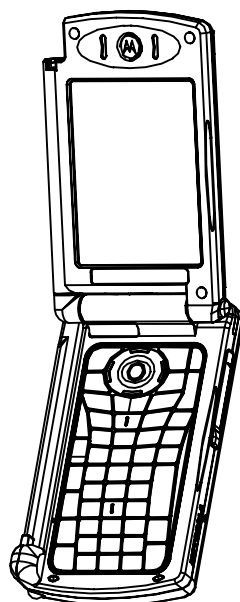
1.	Receiver: Listen to phone call from here.
2.	Microphone: Speak here when receiving/making a phone call or voice recording.
3.	QWERTY Key Pad
4.	Soft Reset: Press into the hold with the end of your stylus to reset your device.
5.	End: Press to end a call Phone On/off: Press and hold to turn on/off your device's phone.
6.	Main Display & Touch screen : For handwriting drawing or to make a selection with the stylus.

MPC300 mode

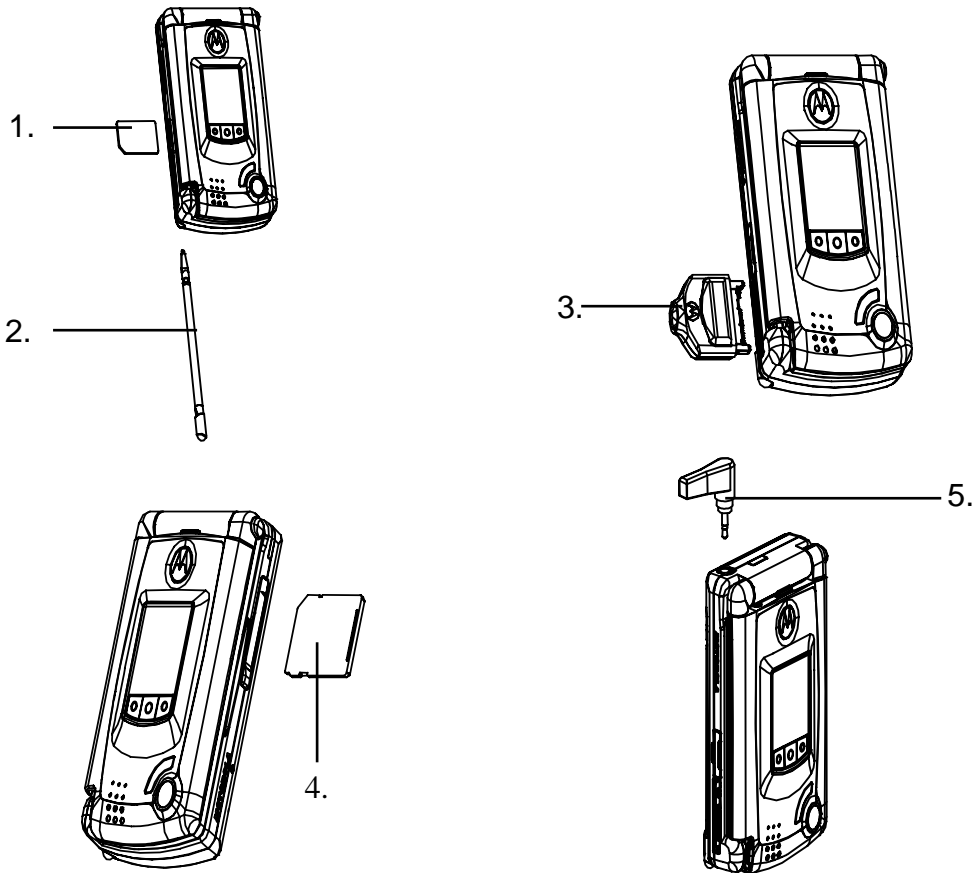
Landscape mode



Portrait mode



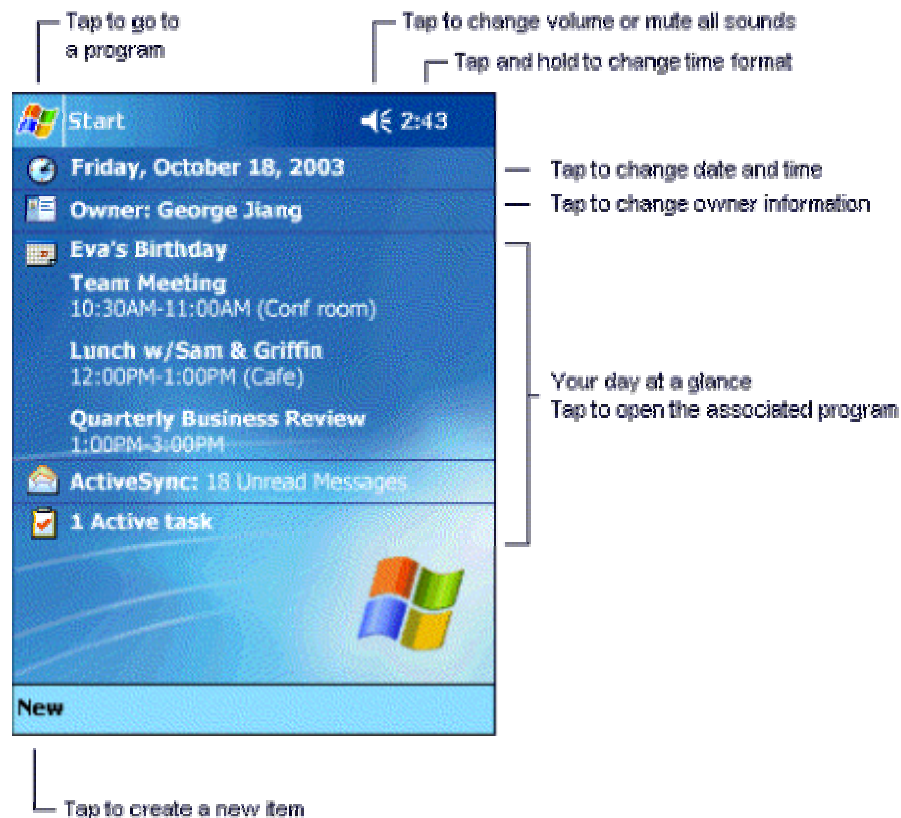
Accessories





1.	SIM card
2.	Stylus
3.	CE BUS
4.	MMC/SD card
5.	Earphone

Using Your Pocket PC


Today Screen

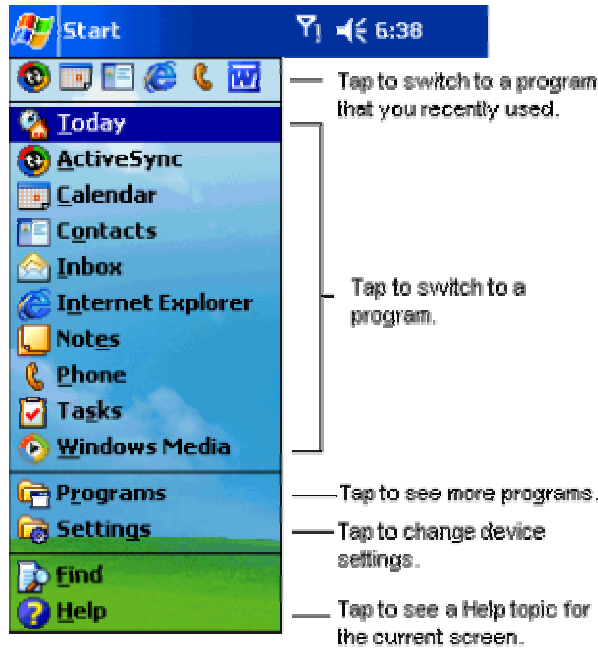


The Today screen displays important information, such as today's appointments and status icons for your device. Tap the information listed on the Today screen to open the associated program. You can go to the Today screen by tapping  > **Today**.

To customize what is displayed on the Today screen, including the background image, tap **Today** at the top of the Today screen or tap  > **Settings** > **Personal** tab > **Today**.

The Start Menu

From the Start Menu, you can select programs, settings, and Help topics. To display the Start Menu, from the top of any screen, tap  .



The Command Bar




At the bottom of the screen is the command bar. You can use its menus and buttons to perform tasks in programs. Depending upon which program you are using, the buttons may vary from those depicted.




Indicators



Following are some of the status icons you may see.







Status Icon	Meaning
	Turns all sounds on and off
	Backup battery is low
	Main batteries are charging
	Main batteries are low
	Main batteries are very low






	Main batteries are full
	Connection is active
	Synchronization is beginning or ending
	Synchronization is occurring
	Notification that one or more instant messages were received
	Notification that one or more e-mail/SMS/MMS messages were received
	Indicates your mobile phone connection is on and the signal is at full strength.

Note: If more notification icons need to be displayed than there is room to display them, the Notification icon, , will display. Tap the icon to view all notification icons.

Programs

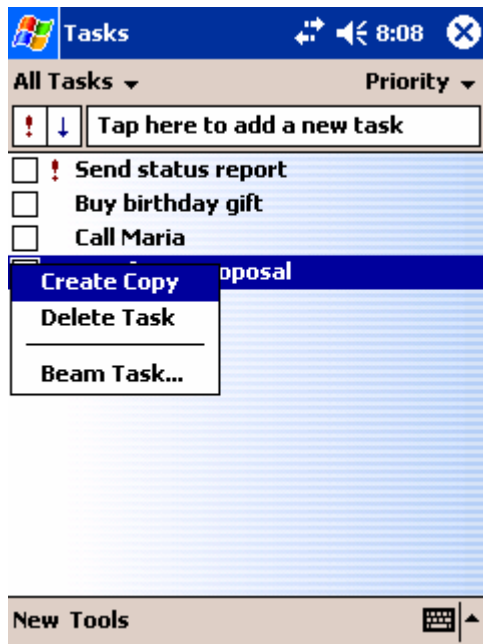
You can switch one program to another by selecting it from  menu. To access more programs, tap  > programs, and then tap the program icon. The following table contains a partial list on your device. Look on the **Pocket PC Companion CD** for additional programs that you can install onto your device.

Icon	Program	Description
	ActiveSync	Synchronizes information between your device and desktop computer.
	Calendar	Keeps track of your appointments and create meeting requests.
	Contacts	Keeps track of your friends and colleagues.
	Inbox	Sends and receives e-mail/SMS/MMS messages.
	Pocket Internet Explorer	Browses Web and WAP sites, and download new programs and files from the Internet.
	Notes	Creates handwritten or typed notes,

Icon	Program	Description
		drawings, and recordings.
	Phone	Makes and receives calls, switches between calls and sets up conference calling.
	Tasks	Keeps track of your tasks.
	Windows Media Player	
	Pocket Excel	Creates new workbooks or view and edit Excel workbooks created on your desktop computer.
	MSN Messenger	Sends and receives instant messages with your MSN Messenger contacts.
	Pocket Word	Creates new documents or view and edit Word documents created on your desktop computer.
	Camera	
	Remote Control	
	Java Application Manager (JAM)	
	Calculator	Performs basic arithmetic.
	SIM Manager	Collects, organizes and sorts the Contacts list stored in your SIM card.

Pop-up Menus

Use pop-up menus to quickly perform an action on an item. For example, you can use a pop-up menu to delete or make a copy of an item. To access a pop-up menu, **tap and hold** the item that you want to perform the action on. When the menu appears, tap the action you want to perform, or tap anywhere outside the menu to close the menu without performing an action.

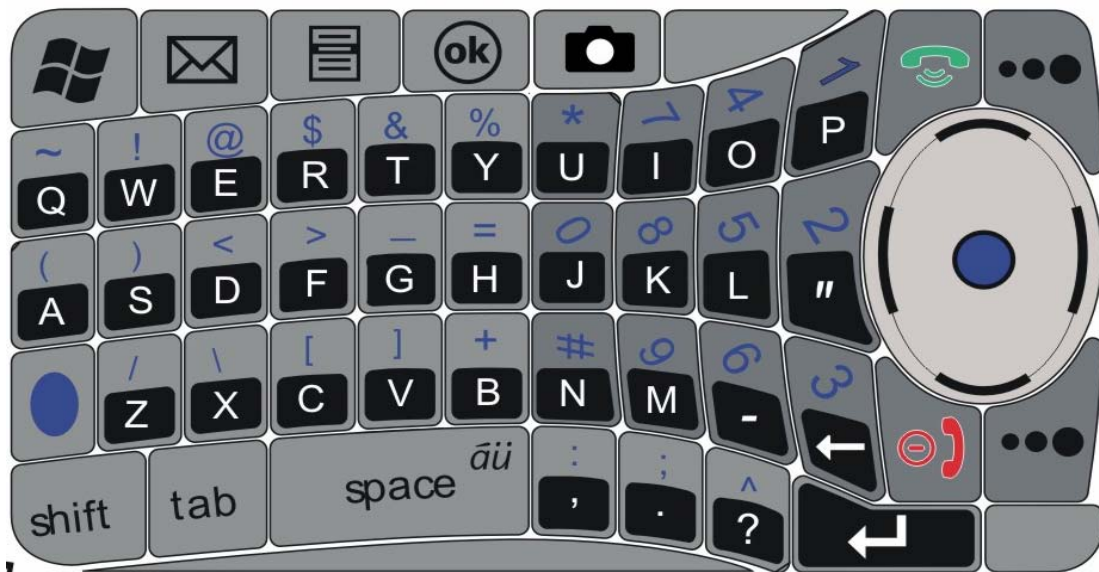


Entering Information

You can enter information on your device in several ways, depending on the type of device you have and the program you are using.



- **Synchronizing** - Using ActiveSync, exchange information between your PC and device.
- **Typing** - Using the keyboard or input panel, enter typed text into the device. You can do this by tapping keys or by using handwriting recognition software.
- **Writing** - Using the stylus, write directly on the screen.
- **Drawing** - Using the stylus, draw directly on the screen.
- **Recording** - Create a stand-alone recording or embed a recording into a document or note.

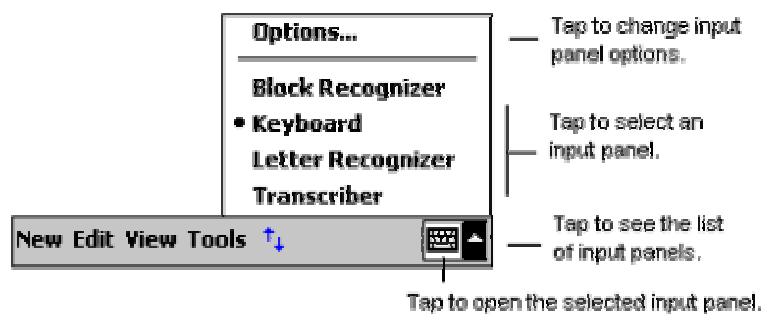
Entering Text Using the Keyboard



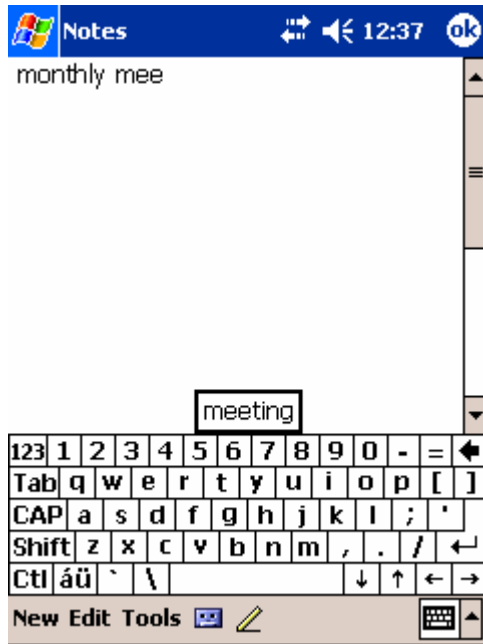
TBD

Entering Text Using the Input Panel


To show or hide the selected input method, tap  on the command bar. To select a different input panel, tap the  arrow and then tap the input panel that you want.



When you use the input panel, your device anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your device, the more words it learns to anticipate.




For More Information

For information on:	See this source:
Programs on your device	User's Guide and device Help. To view Help, tap  and then Help .
Additional programs that can be installed on the device	Pocket PC Companion CD.
Connecting to and synchronizing with a desktop computer	ActiveSync Help on your desktop computer. To view Help, start ActiveSync, click Help , and then click Microsoft ActiveSync Help .
Last-minute updates and detailed technical information	Readme files, located in the Microsoft ActiveSync folder on the desktop computer and on the Pocket PC Companion CD.
Up-to-date information on Pocket PC	http://www.microsoft.com/mobile/pocketpc

Using Your Phone

Dialer Screen

You can start the dialer by tapping  , then **Phone**, or press () on your device.

(Insert a dialer screenshot and indications)

Indicators

Below are some of the status icons you may see.

(Insert the icon table)

Checking Your Connection

The icon () indicates that you are connected to your service provider's network. A full strength signal is indicated by (). As the strength of the signal diminishes, so will the number of vertical bars in the icon.

Turning Your Phone On and Off

You can turn your phone on and off while keeping your Pocket PC turned on.

Action

1. Tap () in the title bar.
2. Tap **Turn on** or **Turn off** option in the pop-up menu.



NOTE: IN MANY COUNTRIES, YOU ARE REQUIRED BY LAW TO TURN OFF YOUR PHONE WHEN YOU FLY. TURNING OFF YOUR POCKET PC DOESN'T TURN OFF YOUR PHONE; YOU MUST TURN OFF YOUR CONNECTION TO THE OPERATOR'S NETWORK.

Adjusting the Phone Volume

Change System Volume

You can adjust the volume for system sounds, such as the sound you hear when you tap on program names and menu options.



Action

1. Tap .
2. Under , move the system volume slider to the desired volume level.

Change Ringer Volume

There may be times when you want to change the ringer volume on your device. For example, you may want to increase the ringer volume when you're anticipating an important call, or immediately silence the ringer when you receive a call during a meeting or when you're in a quiet environment.

Action

1. Tap .
2. Under , move the ringer volume slider to the desired volume level.

You can select **On**, **Vibrate**, or **Off** to quickly change both the ringer and system volume settings.

Making a Call

There are several ways to make a call:

1. Using the phone keypad

From the Phone keypad, enter the number you want to call, and then tap **Talk**.

2. From Call History

To quickly call someone you have recently called or someone who has recently called you. From the Phone keypad, tap **Call History**, and then tap the icon next to the desired number.

3. From Speed Dial

From the Phone keypad, tap **Speed Dial**, and then select the speed dial location number of the desired contact. You can also press and hold the speed dial location number assigned to a contact directly from the Phone keypad.

Note: To dial a one-digit speed dial number from the Phone keypad, tap and hold a single keypad key. To dial a two-digit speed dial number from the Phone keypad, tap the first digit, and then tap and hold the second digit.


4. From Contacts

You can make a call from Contacts without having to look up or manually enter the number.

- From the contact list, tap and hold the contact, and then tap **Call Work**, **Call Home**, or **Call Mobile** on the pop-up menu.
- To make a call from an open contact, tap the number you want to call.

5. From SIM Manager

Action

1. Tap  → **Programs** → **SIM Manager**, and wait for your SIM card contents to load.
2. Tap and hold the name or phone number of the person you wish to call, and then select **Call** from the pop-up menu.

6. Using Voice Command


TBD

Answering Calls

- To answer an incoming call, Tap **Answer**, or press () on your device.
- To **Ignore** or press () to reject the call. If you reject a call, the busy tone will be sent out.

In-Call Options

Taking a Note during a Call

1. To create a note during a call, tap , and enter your note.
2. To access a note you created during a call, in the **Call History** list, **tap and hold** the name or number for the phone call entry containing the note, and then tap **View Note**. You can also access the note directly from Notes in the Calls folder.

Putting a call on hold

- Your device will notify you when you have another incoming call. If you accept the call, tap **Answer** to take the 2nd call and put the 1st on hold.
- To end up the 2nd call and go back to the 1st, tap **End** or press ().
- You can also choose to swap between the 2 calls by tapping **Swap**.

Setting Up a Conference Call

You can create a three-way phone session between yourself and two other parties. A conference call can include up to six people.

- From the Phone keypad, dial the first number, tap **Hold**, dial the second number, and then tap **Conference**.
- You can also set up a conference call by accepting 2nd incoming call when you already have one in progress.
- To add additional people to your conference call, tap **Hold**, key in the number, and then **Resume** to return and continue.

Creating a Speed Dial Entry

You can create speed dials to call frequently-called numbers with a single tap. Before you can create a speed dial entry for a phone number, that number must already exist in **Contacts**.

1. From the Phone keypad, tap **Speed Dial** → **New**.
2. Tap the desired contact name and number.

In the **Location** field, tap the Up/Down arrows to select an available location to assign as the new speed dial entry. The first speed dial location is reserved for your voice mail.

Note: To create a speed dial entry from Contacts, tap and hold the contact name, tap **Add to Speed Dial**, and then tap the Up/Down arrows to select an available location to assign as the new speed dial entry. To delete a speed dial entry, go to the **Speed Dial** list, tap and hold the contact name in the box to the right of the assigned speed dial number, and then tap **Delete**.

Managing Your Contacts

You can either import the contacts from your **SIM card** or the **Call History**.

SIM Manager

To open SIM manager, tap  → **Programs** → **SIM Manager**. Wait for your SIM card contents to load.

Creating a SIM contact:

Action

1. After the SIM contacts complete loading, tap **New**.
2. Fill in the **Name** and **Phone** information then tap **Add**.

Saving SIM contacts to Microsoft Contacts:

- On SIM Manager screen, tap **Tools** → **Select All** → and then **Save to Contacts**.
- In the SIM Manager, Tap and hold a contact from the list, and then select **Save to Contacts** from the pop-up menu.

Call History

Tap () on the Phone Keypad to open Call History. It details all incoming, outgoing, and missed calls.

Adding a record to Contacts from Call History

Action

1. Find the call record you want to add in the Contacts.
2. Tap and Hold to bring up the pop-up menu, and select **Save to Contacts**.

Viewing Duration of a Call

In Call History screen, find the call you are looking in, and then tap it once.

Deleting individual calls from Call History

Tap and Hold the stylus on the call you want to delete, and then select **delete** from the pop-up menu.

Deleting all calls from Call History

Tap **Tools** → **Delete all Calls**

Using the External Display

When your phone is turned on and the flip is closed, the external display shows the phone status, including battery and network signal status. It also shows the time. When you receive an incoming call, the external display shows the caller's number or name. To answer the incoming call, open the flip.

Note: To see a caller's name on the external display, the caller's number must match an entry in your phonebook External Display


Personalizing Your Pocket PC

Phone

Device Settings

You can adjust device settings to suit the way you work.

Action

1. Tap  → **Settings**
2. Tap **Personal** or **System** tab.

Personal Tab

Icon	Program	Description
	Button	Assigns an application to hardware button
	Input	Sets up the input options
	Menus	Customizes the items in the Start Menu and enables the items to appear from the New button.
	Owner Information	Display your personal information
	Password	Limits access to your device
	Phone	Configures the phone functions
	Sounds and notifications	Sets up the notification type, event and volume
	Today	Customizes your Today screen appearance

System Tab

Icon	Program	Description
	About	
	Backlight	
	Certificates	
	Clock	
	Memory	
	Power	
	Regional Settings	
	Remove Programs	
	Screen	

Buttons

Find the Feature



→ **Settings** → **Personal** → **Buttons**

Action

1. Select a button
2. Select a program in **Button Assignment**
3. Tap **OK**


Input

Find the Feature



→ **Settings** → **Personal** → **Input**

- On the Input Method tab, you can select an input method and changed preferred options.
- On the Word Completion tab, you can select desired options for word completion.
- On the Options tab, you can select preferred options for recording and writing. These options apply to any program on the device where you can record and write.

Note: You can also change the input options by tapping the  arrow and then **Options**.

Menu

You can add the programs you use most often to Start menu.

Find the Feature

 → **Settings** → **Personal tab** → **Menus**

- On the Start Menu tab, select the programs you want, and then tap OK.
- On the **New Menu** tab, you can select **Turn on New button menu** and then select the items to appear on the menu. When you do this, you can create certain programs such as Pocket Word, Pocket Excel, Contacts, Calendar and Tasks by using the **New** menu in the command bar.

Owner Information

Find the Feature

 → **Settings** → **Personal tab** → **Owner Information**

Password

Sounds and Notifications

Today

Backlight

Clock

Memory

Power

Phone Settings

You can customize phone settings, such as the ring type and ring tone to be used for incoming calls, and the keypad tone to be used when entering phone numbers. You can also protect your phone from unauthorized use.

Changing Sounds

Ring Type

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

Action

1. From the Phone keypad, tap **Tools** → **Options** → **Phone** tab.
2. Tap the **Ring type** list, and select the desired option.

Ring Tone

You can select a different sound to notify you of incoming calls.

Action

1. From the Phone keypad, tap **Tools** → **Options** → **Phone** tab.
2. Tap the **Ring tone** list, and select the sound you want to use.

Note: You can also use **.wav**, **.mid**, or **.wma** files as ring tones. Copy the files to the **/Windows/Rings** folder on your device. Then, select the sound from the **Ring tone** list.

Keypad Tone

You can change the tone you hear when entering a phone number on the keypad. If set to **Tones**, the tone is heard continuously for as long as the number on the keypad is pressed. If set to **Beep**, the tone is heard only for one or two seconds.

Action

1. From the Phone keypad, tap **Tools** → **Options** → **Phone** tab.
2. Tap the **Keypad** list, and select the option you want.

Note: To prevent tones from being heard when entering a phone number, select **Off**.

Setting PIN

You can protect your phone from unauthorized use by assigning a type of password called a PIN (Personal Identification Number). Your first PIN will be given to you by your mobile phone service provider.

Action

1. From the Phone keypad, tap **Tools** > **Options** > **Phone** tab.
2. Select **Require PIN when phone is used**.

To change the PIN at any time, tap **Change PIN**.

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

Services

Service settings are used to set options for incoming/or outgoing calls, such as **Call Waiting**, **Call Forwarding**, **Call Barring**, and **Caller ID**.

Find the Feature

From the Phone keypad, tap **Tools** → **Options** → **Services** tab

Option	Description
Call Waiting	Notifies you of incoming calls when you are already in a phone session.
Call Forwarding	Forwards all incoming calls to a different number.
Call Barring	Blocks certain types of incoming and/or outgoing calls.
Caller ID	Shows or hides your identity when calling other people

Select a service and then tap **Get Settings** to access the settings for a service.

Network

You can view available networks, determine the order in which your phone accesses another network if the current one is unavailable, and specify whether you want to change networks manually or automatically. The current network will remain active until you change it, lose your signal, or change your SIM card.

Find the Feature

From the Phone keypad, tap **Tools** → **Options** → **Network** tab

- The network your device is currently using will be listed at the top of the screen.
- When your current network is unavailable, tap **Select Network**, and manually select a different network to use.

Synchronizing Information

Using ActiveSync

With Microsoft ActiveSync on both your PC and mobile device, you can exchange information between your PC and your device.

Using ActiveSync, you can:

- Keep **Pocket Outlook** data up-to-date by synchronizing your device with **Microsoft Outlook** data on your PC.
- Change synchronization settings and synchronization schedule.
- Copy files between your device and PC.
- Back up and restore device information.
- Add and remove programs on your device.

Note: You can directly synchronize information with a Microsoft Exchange Server if your company is running Microsoft Mobile Information Server 2002 or later.

Installing ActiveSync

To synchronize your device with your PC, you must install ActiveSync on your PC from the Pocket PC Phone 2003 Companion CD.

Creating a Partnership

Once ActiveSync is installed on your PC, you will be prompted to connect and create a partnership with your device by using a cable, cradle, or infrared connection. During this partnership you can decide exactly which types of information you want to synchronize with your PC and/or a server.

Synchronizing Outlook

You can synchronize the following types of **Outlook** information:

- **Inbox**
- **Calendar**
- **Contacts**
- **Tasks**
- **Notes**

By default, ActiveSync doesn't automatically synchronize all types of Outlook information. You can use ActiveSync options to select what information types you want to synchronize.

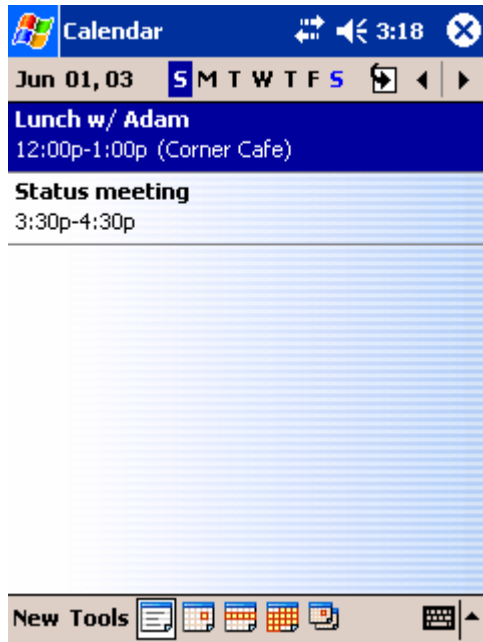
Microsoft Pocket Outlook

Microsoft Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes.

Using ActiveSync® you can synchronize information in Microsoft Outlook or Microsoft Exchange on your desktop computer with your device. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you made on your device and PC or server and updates both computers with the latest information. For information on using ActiveSync, see ActiveSync Help on the PC.

Calendar: Scheduling Appointments and Meetings

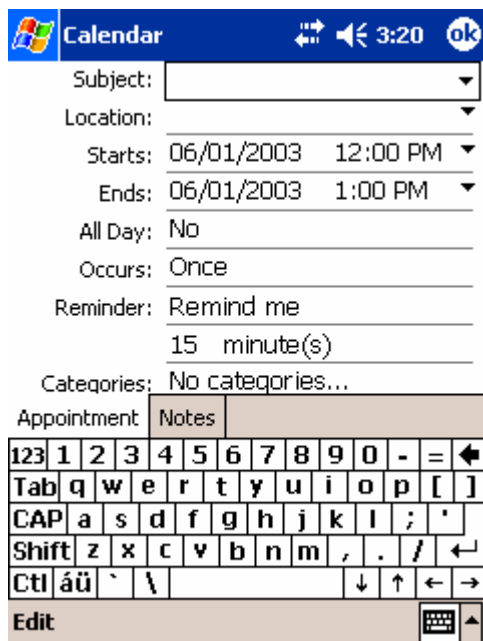
Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and set Calendar to remind you of appointments with a sound or other method.



NOTE You can customize the Calendar display, such as changing the first day of the week, by tapping **Options** on the **Tools** menu.

To create an appointment:

1. If you are in Day or Week view, tap the desired date and time for the appointment.
2. Tap **New**.



3. Using the input panel, enter a description and a location. Tap first to select the field.
4. If needed, tap the date and time to change them.
5. Enter other desired information. You will need to hide the input panel to see all available fields.
6. To add notes, tap the Notes tab. You can enter text, draw, or create a recording. For more information on creating notes, see “Notes: Capturing Thoughts and Ideas,” later in this chapter.
7. When finished, tap **OK** to return to the calendar.

NOTE If you select **Remind me** in an appointment, your device will remind you according to the options set in, **Settings, Personal** tab, **Sounds & Notifications**.

Using the Summary Screen

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



Creating Meeting Requests

You can use Calendar to set up meetings with users of Outlook or Pocket Outlook. The meeting request will be created automatically and sent either when you synchronize Inbox or when you connect to your e-mail server. Indicate how you want meeting requests sent by tapping **Tools** and then Options. If you send and receive e-mail messages through ActiveSync, select **ActiveSync**.

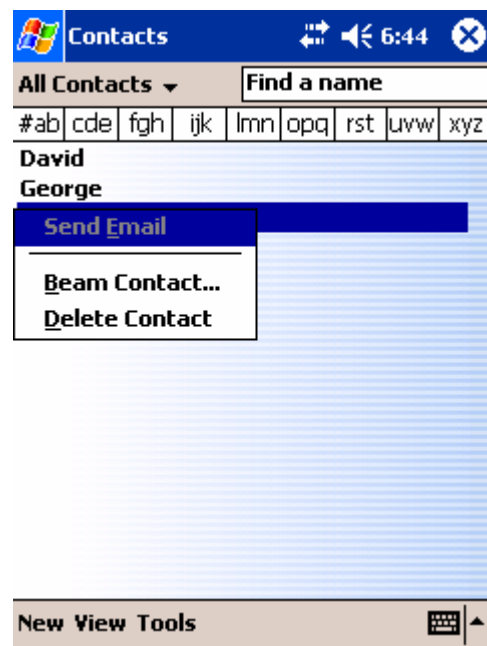
To schedule a meeting:

1. Create an appointment by tapping **New**.
2. In the appointment details, hide the input panel, and then tap **Attendees**.
3. From the list of e-mail addresses you've entered in Contacts, select the meeting attendees.

The meeting notice is created automatically and placed in the Outbox folder. For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on the device.

Contacts: Tracking Friends and Colleagues

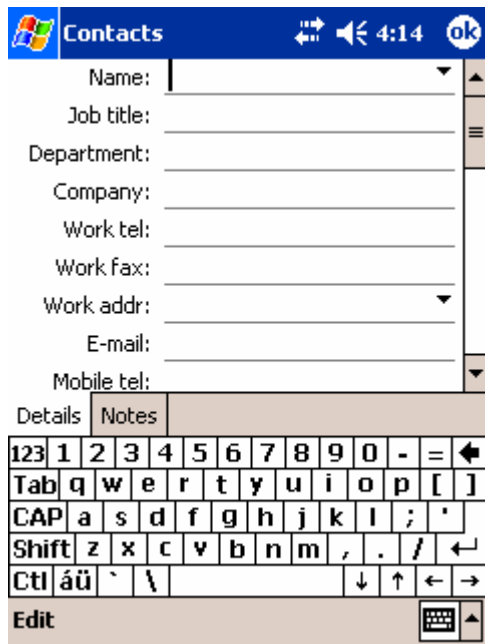
Contacts maintains a list of your friends and colleagues so that you can easily find the information you're looking for, whether you're at home or on the road. Using the device infrared (IR) port, you can quickly share Contacts information with other device users.



NOTE To change the way information is displayed in the list, tap **Tools** and then **Options**.

To create a contact:


1. Tap **New**.



2. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.
3. To assign the contact to a category, scroll to and tap **Categories** and select a category from the list. In the contact list, you can display contact by category.
4. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see “Notes: Capturing Thoughts and Ideas,” later in this chapter.
5. When finished, tap **OK** to return to the contact list.

Finding a contact

There are four ways to find a contact:

- Tap , then **Find**, enter the contact name (first, last, or middle), phone number, or address, select **Contacts** for the type, and then tap **Go**.
- From Contacts, start typing a contact name until you see it displayed on the screen. To show all contacts again, tap the text box at the top of the screen and clear the text, or tap the arrow icon to the right of the text box.
- In the contact list, tap the category list (labeled **All Contacts** by default) and tap the category to which you've assigned a contact. To show all contacts again, select **All Contacts**.
- To view the names of companies your contacts work for, in the contact list, tap **View > By Company**. The number of contacts that work for that company will be displayed to the right of the company name.

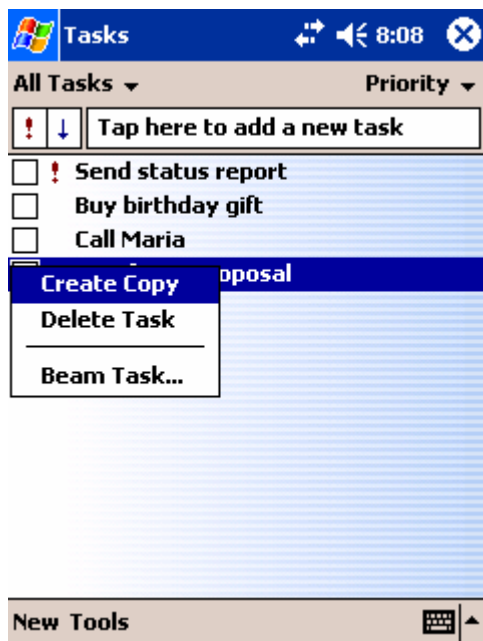
Using the Summary Screen

When you tap a contact in the contact list, a summary screen is displayed. To change the contact information, tap **Edit**.



Tasks: Keeping a To Do List

Use Tasks to keep track of things you need to do.



NOTE To change the way information is displayed in the list, tap **Tools** and then **Options**.

To create a task:

1. Tap **New**.

Subject:

Priority: Normal

Status: Not Completed

Starts: None

Due: None

Occurs: Once

Reminder: None

Categories: No categories...

Task	Notes
123	1 2 3 4 5 6 7 8 9 0 - = <
Tab	q w e r t y u i o p []
CAP	a s d f g h j k l ; ' .
Shift	z x c v b n m , . / <
Ctl	á ü ` \ } ~ < >

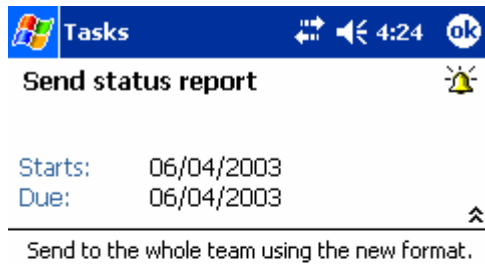
Edit

2. Using the input panel, enter a description.
3. You can enter a start date and due date or enter other information by first tapping the field. If the input panel is open, you will need to hide it to see all available fields.
4. To assign the task to a category, tap **Categories** and select a category from the list. In the task list, you can display tasks by category.
5. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see “Notes: Capturing Thoughts and Ideas,” later in this chapter.
6. When finished, tap **OK** to return to the task list.

NOTE To quickly create a task with only a subject, tap **Entry Bar** on the **Tools** menu. Then, tap **Tap here to add a new task** and enter your task information.

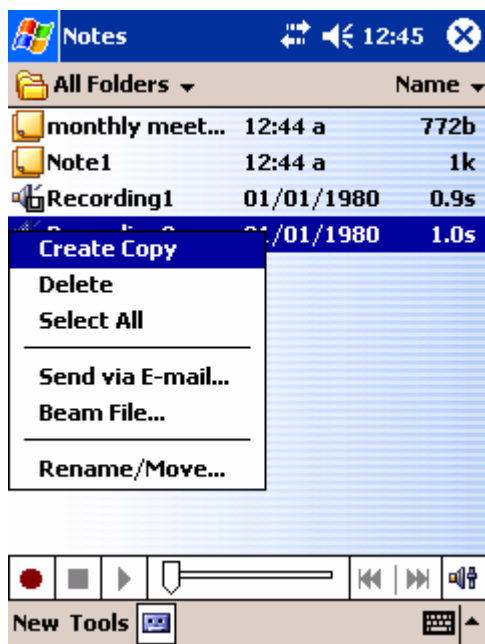
Using the Summary Screen

When you tap a task in the task list, a summary screen is displayed. To change the task, tap **Edit**.



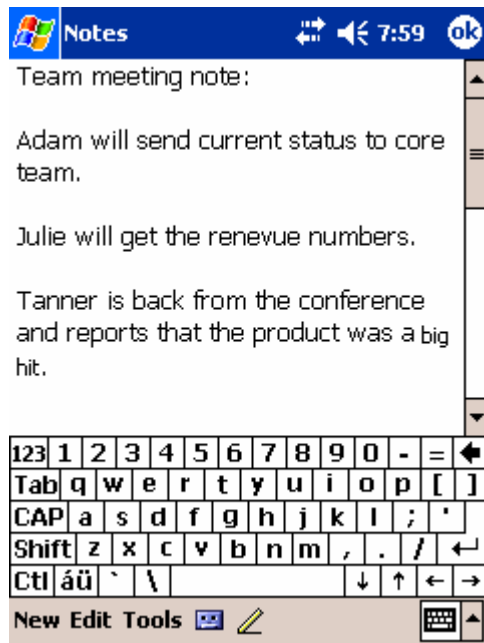
Notes: Capturing Thoughts and Ideas

Quickly capture thoughts, reminders, ideas, drawings, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note list is displayed, it will be created as a stand-alone recording.



To create a note:

1. Tap **New**.
2. Create your note by writing, drawing, typing, and recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see Chapter 2.



Inbox: Sending and Receiving Messages

You can receive Internet e-mail messages and SMS messages in Inbox. Internet e-mail messages are sent by using an address you receive from your Internet service provider (ISP) or your employer. SMS messages are sent and received through your wireless phone service provider by using a phone number as the message address.

1. Email Messages

You can use Inbox to send and receive e-mail messages in either of these ways:

- Synchronize e-mail messages with Microsoft Exchange or Microsoft Outlook on your PC.
- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet Service Provider (ISP) or a network.

Setting Up an Email Service

Action

1. Open **Inbox**, tap **Accounts**, and then **New Account**.
2. Enter your email address and then tap **Next**.
3. Then **Auto-configuration** will attempt to connect to the e-mail server and configure the necessary e-mail settings automatically.

Note: If auto-configuration is not successful, you need to manually enter the settings.

4. Enter an unique **name** for the account, **User name** and **Password**, then tap **Next**.
5. In the **Account type**, tap POP3 or IMAP4. (POP3 is the most common mail protocol for ISPs.)
6. Enter your ISP's e-mail server name of **Incoming mail** and **Outgoing mail**, then tap **Finish**.
7. Connect to your email server by tapping **Accounts** → **Connect**.

Note: For more explanation, tap  → **Help**.

Synchronizing Email Messages

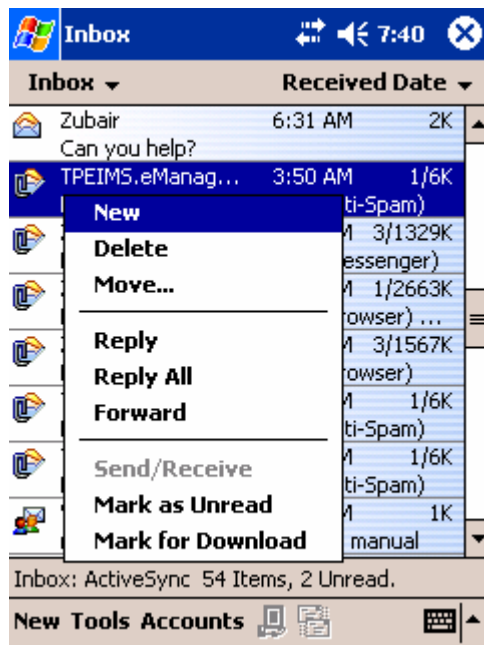
E-mail messages can be synchronized as part of the general synchronization process. You will need to enable Inbox synchronization in **ActiveSync**. For information on enabling **Inbox** synchronization, see **ActiveSync Help** on the PC.

During synchronization:

- Messages are copied from the Inbox folder on your PC or Exchange server to the Inbox folder on your device. When synchronizing Inbox with your PC, ActiveSync synchronizes the first .5 KB of each new message sent to you within the last three days each time you synchronize. When synchronizing Inbox with a server, ActiveSync synchronizes the first 500 bytes of each new message.
- Messages in the **Outbox** folder on your device are transferred to Exchange or Outlook and then sent from those programs.
- The messages on the two computers are linked. When you delete a message on your device, it's deleted from your PC the next time you synchronize.
- Messages in subfolders or other e-mail folders in Outlook should be selected in **ActiveSync** for synchronization.

Using the Message List

Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.



When you receive a message, tap it to open it. Unread messages are displayed in bold.



You can mark the messages that you want to retrieve in full during your next synchronization or e-mail server connection. In the message list, tap and hold the message you want to retrieve. On the pop-up menu, tap **Mark for Download**. The icons in the Inbox message list give you visual indications of message status.

You specify your downloading preferences when you set up the account or select your synchronization options. You can change them at any time:

- Change options for Inbox synchronization using ActiveSync options. For more information, see **ActiveSync Help**.
- Change options for direct e-mail server connections in Inbox on your device. Tap **Tools** and then tap **Options**. On the **Account** tab, tap the account you want to change. Tap and hold the account and select **Delete** to remove an account.

Composing an Email Messages

1. In the message list, tap **New**.
2. In the **To** field, enter the e-mail address of one or more recipients, separating them with a semicolon, or select a name from the contact list by tapping the **Address Book** button. All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.



3. Compose your message. To enter preset or frequently used messages, tap **My Text** and select a message.

4. Tap **Send** when you've finished the message. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect. If you are working online, it is sent immediately.

Managing Messages and Folders

Each email, SMS and MMS account has its own folder hierarchy with five default folders: **Inbox**, **Outbox**, **Deleted Items**, **Drafts**, and **Sent Items**. The messages you receive and send through the service account are stored in these folders. You can also create additional folders within each hierarchy.

2. SMS Messages

You can send an SMS Message from **Inbox** or from **Phone dialer** screen. All the SMS messages received will be stored in the **Inbox**.

Sending SMS

Find the Feature

- In the **Inbox**, open a new email message and select **SMS** account in the **Account** type options.
- In the Phone dialer screen, tap **Tools** → **Send SMS**.


In the **To** field, enter the SMS number of one or more recipients, using “;” to separate them. Or select a contact by tapping the **Address Book** button.

When you have finished the message, Tap **Send**. If you are working offline, the message will be stored in the **Outbox** folder and will be sent when next time you connect.

3. MMS Messages

TBD

Companion Programs

You can launch a companion program by tapping **programs** on the  start menu, and then select the program name.

MSN Messenger : Instant Messaging Service

Find the Feature



→ **Programs**, and then tap **MSN Messenger**.

Setting Up

Before you can use MSN Messenger, you must set up the instant messaging account(s) to use. For MSN Messenger Service, you must have a **Microsoft Passport** or **Hotmail** account. For Exchange Instant Messaging, you must have an **Exchange** account.

Action

1. In the **Tools** menu, tap **Options** and then **Accounts** tab.
2. Select **Enable MSN Messenger Service** and/or **Enable Exchange Instant Messaging**.
3. Enter your sign-in **name** and **password** for the selected account.
4. To sign in, tap the sign-in screen and then **Sign in** button.

Pocket Word

Pocket Word works with **Microsoft Word** on your PC to give you easy access to copies of your documents. You can create new documents on your device, or you can copy documents from your PC to your device. Synchronize documents between your PC and your device so that you have the most up-to-date content in both locations.

Creating a new file:

Action

Tap  → **Programs** → **Pocket Word**, and then **New**.

Note:

- You can only open only one document at a time; when you open a second document, you'll be asked to save the first.
- You can save a document you create or edit in a variety of formats, including Word (**.doc**), Pocket Word (**.psw**), Rich Text Format (**.rtf**), and Plain Text (**.txt**).

Pocket Excel

Windows Media Player

Microsoft Reader

Pictures

Using the Camera

TBD

Using the Remote Control

TBD

News and Entertainment

Pocket Internet Explorer

You can use Pocket Internet Explorer to view Web pages

Java Application Manager

TBD

Getting Connected

Wi-Fi(IEEE802.11b) Wireless LAN

TBD

Bluetooth

TBD

Troubleshooting

TBD

