Introduction to ActiveSync and the
Windows Mobile Device Center

Install and set up the synchronization program

Synchronizing **Chapter 6**

INTRODUCTION TO ACTIVESYNC AND THE WINDOWS MOBILE DEVICE CENTER

Your device contains ActiveSync software that allows you to create a synchronization relationship between your mobile device and your PC. This means that when your device is connected to your PC on which you also have synchronization software installed, data will be shared between your device and PC according to your preferences. If you make a change in one place, the next time you connect your PC and device together, the change automatically made to the corresponding information on the other machine. You may connect to your PC using a cable, or using a Bluetooth connection.

ActiveSync acts as the gateway between your Microsoft Windows powered PC and Windows Mobile powered device and allows you to synchronize Microsoft Outlook information, Microsoft Office documents, pictures, music, videos and applications to and from your device.

In addition to synchronizing with a desktop PC, ActiveSync allows you to synchronize Microsoft Outlook information directly with Microsoft Exchange Server 2003 and Microsoft Exchange Server 2007, so that you can keep your e-mail, calendar data, tasks and contact updated wirelessly when you're away from your desktop or tablet PC. Connection to Exchange Server 2007 will also allow the synchronization of Notes.

ActiveSync 4.5 also includes a troubleshooter utility that scans your computer and device to identify problems and offers information and corrective actions to solve them.

NOTE: Upon connecting the device, Windows Vista users will be prompted to download Windows Mobile Device Centre software and will not require ActiveSync on their PC.

To access e-mails or other Outlook information when you are away from your PC, you may also connect your device to your Microsoft Exchange E-mail server. This connection may be performed over GPRS, or using your PC as a way of connecting back to the Internet. If your Exchange Server is running Exchange 2003 Service Pack 2 or Exchange 2007, you may also be able to receive Push e-mails, whereby any new e-mails are sent directly to your device.

INSTALL AND SET UP THE SYNCHRONIZATION PROGRAM

If your PC is running Windows Vista, your synchronization settings will be managed through the Windows Mobile Device Center. If your PC is running Windows XP or earlier synchronization will be managed by ActiveSync.

ActiveSync

You can either install the application from your Windows Mobile Getting Started CD or by downloading from:http://www.microsoft.com/windowsmobile/activesync. Follow the on-screen instructions.

Windows Mobile Device Center

If the Windows Mobile Device Center was not pre-installed on your Windows Vista PC, you can download the software from: http://www.microsoft.com/windowsmobile/devicecenter.mspx. Follow the on-screen instructions.

When starting Windows Mobile Device Center for the first time, you are prompted to create a Windows Mobile partnership with your Windows Mobile powered device. When you set up this partnership, your selected synchronization and file conversion settings are saved, and Device Center will then recognize your device when you connect and use the proper settings. Only devices that have a Windows Mobile partnership with a PC can synchronize information with that PC.

Your PC can set up Windows Mobile partnerships with many different Windows Mobile powered devices, but a device can have synchronization relationships with at most two PCs. For example, you can keep the same contact information on your PC at work, your PC at home, and your device. No matter where you are viewing information, you will have the information you want at your fingertips. However, you can synchronize e-mail messages between your device and only one PC.

NOTE:Ifthetwocomputerswithwhichyouwanttosetupsynchronizationrelationships arebothconnectedtoExchangeServer,youcansetupasynchronizationrelationship with only one of those computers.

Once the software has been installed on your PC and the USB cable is connected between your PC and the phone, the PC will detect the attachment of the mobile device. ActiveSync will attempt to make a connection to the device automatically. Once the connection is made, the Pocket PC Sync Setup Wizard will start.
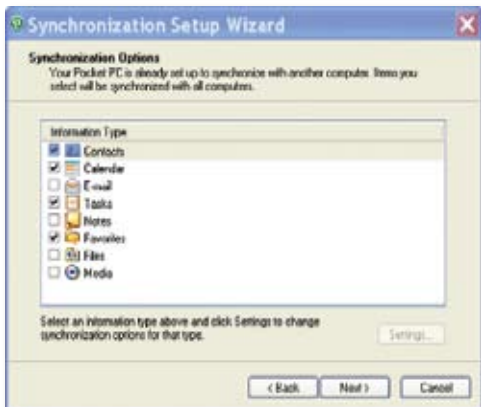
Desktop Firewall Applications

Firewall applications are designed to block network traffic and secure the desktop PC from incoming network connections. Since ActiveSync utilizes TCP ports for data transfer with Windows Mobile powered devices, you may need to explicitly allow this traffic to be un-blocked by certain Firewall applications. To do so, you must add ActiveSync application processes into the Firewall programs exception list. Please refer to the documentation provided with your specific firewall.

If you need to open ports manually in your firewall, you will need these port numbers:

990: open inbound TCP port

999: open TCP port

5678: open TCP port

5679: open outbound UDP port

5721: open inbound TCP port

26675: open TCP port

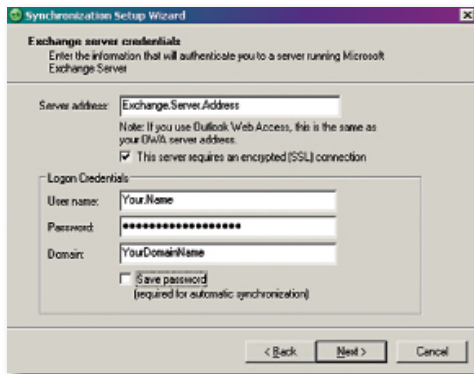Reconnect the device after opening these ports.

If you have a PC, which is already fully synchronised, with your Exchange Server, then it recommended synchronising your device to your PC the very first time instead of synchronising to the Exchange Server. This will allow faster synchronization.

Set up your device to synchronize with a Microsoft Exchange server

This applies only to users with access to an Exchange server. To perform the setup for synchronization with Microsoft Exchange, you will need to get the name of the Exchange server and the server domain name from your service provider or system administrator. You must also know your Exchange user name and password.

1. Tap Start > Programs > ActiveSync > Menu > Configure Server.

Complete the details below. Contact your network administrator if you do not know this information.

NOTE: If this is your first time setting up synchronization with Exchange Server, this will say Add Server Source instead of Configure Server.

2. In Server address, enter the name of the server running Exchange Server, and tap Next.

3. Enter your user name, password, and domain. Tap Next.

4. To enable the device to synchronize with Exchange Server automatically, select Save password.

To change the rules for resolving synchronization conflicts, tap Advanced.

5. Tap Next.

6. Select E-mail and any other types of information you want to synchronize with Exchange Server.

· To change available synchronization settings, select the type of information and tap Settings. Tap ok when done.

NOTE: Settings may be concealed under the Input Panel. Hide the Input Panel to see this.

7. Tap Finish.

Ensure that your PC has a connection which is accessible to the Server as Setup will check the connection and that your User name and Password settings are also valid.

To begin the PC Sync, click Finish but leave the device plugged in.

You can view additional setting information by selecting an item and clicking Settings as described below. For example, you may choose to synchronize details of your Calendar for the past two weeks only.
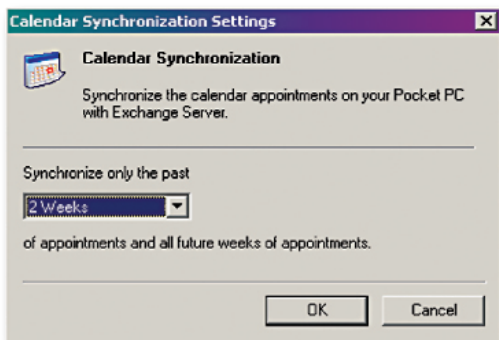
Select information types to synchronize

To synchronize information, you must select the corresponding information type for synchronization.

1. Connect your mobile device to your PC.
2. Click Tools > Options.
3. Select the information type that you want to synchronize.
4. If available, click Settings, and then select the options you want.
5. Repeat steps 2 and 3 for each information type.

Change settings for an information type

The time required for synchronization depends on how much data is to be transferred. In the ActiveSync application on the PC, you can determine which out of an item on the device or on the PC should be replaced (i.e. over-written) in the event of a conflict. To change these settings, click Tools > Options > Settings.

Adjusting how much information is synchronized

If you have set up a synchronization relationship between your mobile device and PC, synchronization keeps information up-to-date on both computers. ActiveSync synchronizes a limited amount of data by default to save storage space on your device. You can change the amount of synchronized for a given information type in Settings for the type.

You can increase or decrease the amount of information that is synchronized for each type. The default settings are set up to conserve storage space by limiting the amount of information that is synchronized to your device.

NOTE: Information stored on a storage card will not be synchronized with your PC.

Managing wireless synchronization costs

How you manage the cost of synchronizing wirelessly from your device depends on your priorities:

· Reduce network connection or data transfer costs:- Increase the time between scheduled synchronizations, or synchronize manually. Check the details of your rate plan.

· Extend battery life:- Schedule synchronization less frequently or synchronize manually.

· Keep information up-to-date:- During periods of high mail volume, schedule synchronization at regular but frequent intervals. During periods of low mail volume, schedule synchronization as items arrive.

Mix synchronization settings between Exchange server and PC

If, for example, you wish to sync your phone to Exchange Server for E-mail and Tasks, and to your PC for Contacts and Calendar, from your phone, tap Start > Programs > ActiveSync > Menu > Options and select from the list.
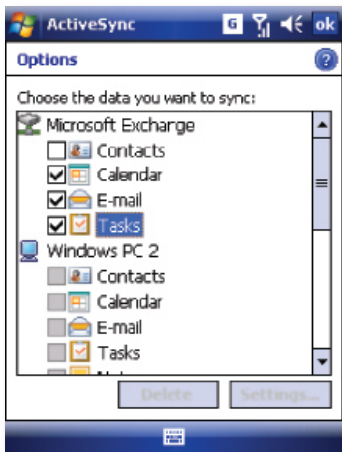
Synchronize as new items arrive

You can schedule automatic synchronization between your device and Microsoft Exchange every time an item arrives or is changed in Microsoft Exchange, after your first full synchronization with Microsoft Exchange. You can synchronize information automatically as items arrive only if your company running Microsoft Exchange with Exchange ActiveSync.

1. Tap Menu > Schedule...

2. Do one or both of the following:

· Under Peak times, select As items arrive. It is generally more cost-efficient to synchronize on a regular schedule when mail volume is high.

· Under Off-peak times, select As items arrive. This can be more cost-efficient than synchronizing on a regular schedule when mail volume is low.

NOTE: To set the days and hours that make up your peak and off-peak times, click Change Times. Some versions of Microsoft Exchange may also require you to specify a device address to use this feature.

The handling of synchronized Outlook E-mail

When you synchronize Outlook e-mail on the PC with your device, e-mail messages are synchronized as follows:

1. Messages in the Inbox folder on your PC or Exchange Server are copied to the Inbox folder of the Outlook E-mail account on your device.

2. Messages in the Outbox folder on your device are transferred to Exchange Server or Outlook, then sent from those programs.

3. After you delete a message on your device, the next time you synchronize it will be deleted from your PC or Exchange Server.

4. The default sync settings are to synchronize messages from the last three days only and the first .5 KB of each new message, and not to sync file attachments.

NOTE: You can also specify subfolders of the Inbox folder to be synchronized.

Connect to a PC using Bluetooth

Follow the instructions in ActiveSync Help on the PC for configuring Bluetooth on your PC to support ActiveSync.

1. Make sure that your PC's Bluetooth is set to Visible (also known as 'Discoverable'), and that ActiveSync on the PC has the correct Bluetooth COM port enabled – see below.

2. Ensure that the PC ActiveSync Serial port corresponds to the PC's Bluetooth Serial port configuration. In the example shown in the screenshot below, the Bluetooth Serial Port has already been set up as COM4 by the computer. Because COM4 is allocated to Bluetooth, the 'Allow connections to one of the following' has been set to 'COM4' to match this.

3. From the device's Today screen, click 📲 Start > Programs > ActiveSync.

4. Click Menu > Connect via Bluetooth. Ensure that the phone and PC are within close range. If this is the first time you have connected to this PC via Bluetooth, you must complete the Bluetooth wizard on the phone and set up a Bluetooth partnership with the PC before synchronising.

5. Click Sync.

6. When finished, click Menu > Disconnect Bluetooth.

7. To preserve battery power, turn off Bluetooth.

· 7.1 Tap 📲 Start > Settings > Connections tab > Bluetooth > Mode tab.

· 7.2 Clear the "Turn on Bluetooth" checkbox

· 7.3 Tap OK.

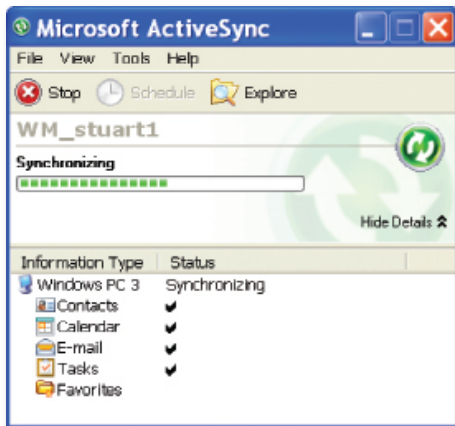> NOTE: While the Bluetooth radio is ON, the LED on the device emits blue flashes to indicate this.

In the sample screenshot below, the PC Bluetooth Manager indicates that the Bluetooth Serial Port is set to COM4.
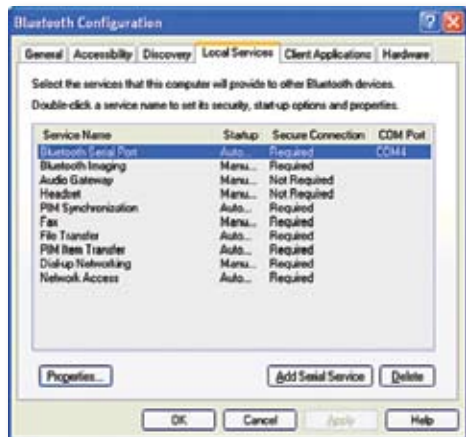
When complete, connect your device and synchronization should take place as below.
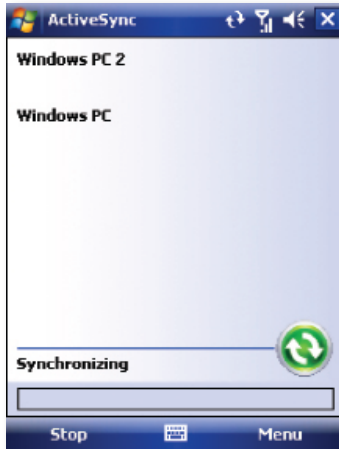

Start and stop synchronization

1. On the Today screen, tap ![] Start > Programs > ActiveSync.

2. To start synchronization, tap Sync.

3. To stop synchronising, tap Stop.

> NOTE: This menu only appears during synchronization.

Synchronize your Music and Video files

Your device is able to synchronize music and video files with your PC. This is described in detail in Chapter 7.

Applications and Multim

Introduction

Your Windows Mobile Pocket PC Edition device contains several applications to make you more productive at home, in the office or on the move.

Your device comes with mobile versions of Microsoft Office Word Mobile, Excel Mobile, Outlook Mobile and PowerPoint Mobile, as well as Windows Media Player Mobile.

You can also take pictures, shoot video, play audio and video files, read PDF documents, share internet access via the device with a PC, set your device up to obey voice commands, play games, record notes and use Java applications using the built-in programs.

This chapter will guide you through use of these applications and let you know how to add more.

CONTACTS

Contacts are your address book and information storage for the people and businesses you communicate with. Store home numbers and addresses, e-mail addresses and any other information that relates to a contact, such as a birthday or anniversary date. You can also add a picture or assign a ring tone to a contact.

From the contact list, you can quickly communicate with people. Tap a contact in the list for a summary of contact information. From there, you can call or send a message to that contact.

If you use Outlook on your PC, you can synchronize contacts between your device and PC. If you have synchronized your contacts with an Exchange Server, then your contacts will be updated there too. In the list of contact information, you'll see where you can add a picture or assign a ring tone to a contact.
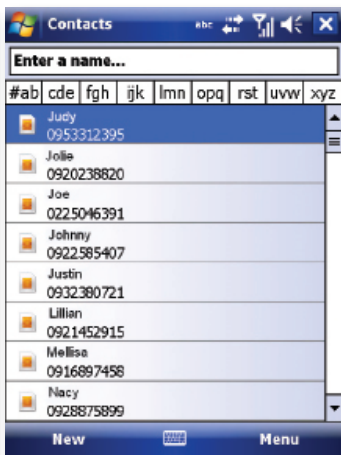
NOTE: There are two types of Contact, Outlook Contacts and SIM Contacts. An Outlook Contact has a more more extensive list of fields, including the ringtone field.

Create a contact

1. Tap 🔲 Start > Contacts.
2. Tap New.
3. Enter contact information. When finished, tap OK.

Contacts	⇄ 📶 ◀€ ok
Name:	Peter Smith ▼
Picture:	Select a picture...
Company:	
Department:	
Job title:	Translator
File as:	Smith , Peter
Work tel:	
Work fax:	
Work addr:	▼

Details | 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 áü ` \                ↓ ↑ ← →
```

⌨ ▲   Menu

Contacts	abc ⇄ 📶 ◀€ ✕
Enter a name...	

#ab | cde | fgh | ijk | lmn | opq | rst | uvw | xyz

🔲 Judy
0953312395

🔲 Jolie
0920238820

🔲 Joe
0225046391

🔲 Johnny
0922585407

🔲 Justin
0932380721

🔲 Lillian
0921452915

🔲 Melisa
0916897458

🔲 Nacy
0928875899

New   ⌨   Menu

NOTE: If someone not in your list of contacts calls or sends you a message, you can create a contact from Call History or from the message by tapping Menu > Save to Contacts.

Change contact information

1. Tap 🔲 Start > Contacts.
2. Tap the contact.
3. Tap Menu > Edit and enter the changes.
4. When finished, tap OK.

Work with the contact list

There are several ways to use and customise the contact list. Here are a few:

1. Tap ![Start] Start > Contacts.

2. In the contact list, do any of the following:

· In name view, you can search for a contact by entering a name or number, or by using the alphabetical index. To switch to name view, tap Menu > View By > Name.

· To see a list of available actions for a contact, tap and hold the contact.

· To see a list of contacts employed by a specific company, tap Menu > View By > Company. Then, tap the company name.

Find a contact

There are several ways to find a contact:

1. Tap ![Start] Start > Contacts.

2. If you are not in name view, tap Menu > View By > Name.

3. Do one of the following:

· Begin entering a name or phone number in the provided textbox until the contact you want is displayed. To show all contacts again, tap the textbox and clear the text, or tap the arrow to the right of the textbox.

· Use the alphabetical index displayed at the top of the contact list.

· Filter the list by categories. In the contact list, tap Menu > Filter. Then tap a category you've assigned to a contact. To show all contacts again, select All Contacts.

GAMES

Bubble Breaker

To play Bubble Breaker, you need to align similar bubbles in order to form large blocks of bubbles before bursting them. The more bubbles in the block before they are burst, the greater number of points you will receive.

1. To open Bubble Breaker, tap Programs > Games > Bubble Breaker.

2. Tap a bubble that is connected to other similar bubbles. Those connected bubbles (at least two bubbles) will be highlighted, and a new bubble will pop up displaying that block's potential bubble points.

3. Tap on your selection again in order to burst the bubbles. All bubbles above your burst block will now fall down. To take back the last move you have made, tap the icon.

4. To start a new game, tap Games > New Game.

5. To view the statistics, tap Info > Statistics.
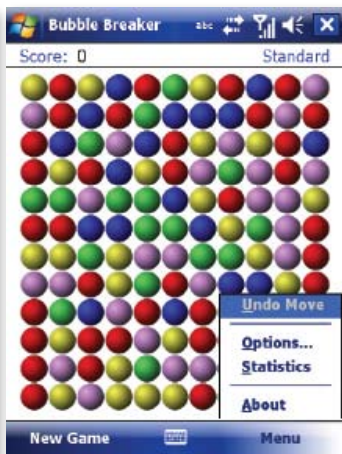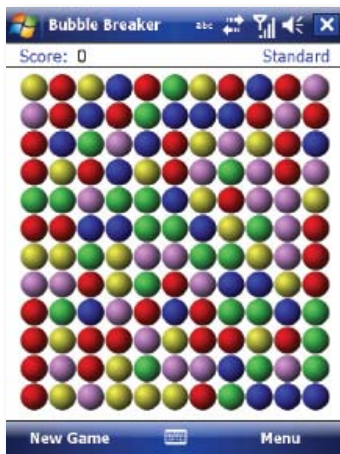
Setting Bubble Breaker Options

To change the setting options, tap Game > Options.

Play Sounds Sets whether or not you want Bubble Breaker to make sounds.

Confirm End Game Sets Bubble Breaker to pop up a confirmation dialog when the "End Game" menu item is selected.

Display Burst Sets to display the burst of bubbles or not.

Guest Mode Plays the game without affecting the statistics.

Game Style Selects one of the following game styles.

· **Standard** - The default mode of play where there is a set number of bubble that will not increase.
· **Continuous** - In this style, whenever a vertical set of bubbles has been burst and the remaining bubbles have shifted over to the right, a new randomly selected column of bubbles will pop up on the left, thereby allowing a game to be played for an extended amount of time.
· **Shifter** - In this style, when a set of bubbles has been burst, all remaining bubbles to the top and left will shift down and to the right.
· **MegaShift** - This style is a combination of the shifter and continuous styles in that bubbles will shift down and to the right while empty columns will fill on the left.

Breaker Set changes the color of the bubbles.

Solitaire

The object of Solitaire is to use all the cards in the deck to build up the four suit stacks in ascending order, beginning with the aces.

1. To open Solitaire, tap Programs > Games > Solitaire.

2. A new game is started. You can also tap Menu > New Game on the command bar to start a new game.
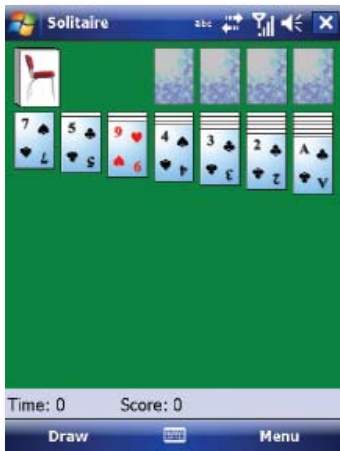
CALCULATOR

You can use Calculator to perform any of the standard operations for which you would normally use a handheld calculator.

1. Tap ![Start] Start > Programs > Calculator.
2. Use the Calculator buttons or the input panel to enter numbers and perform calculations.
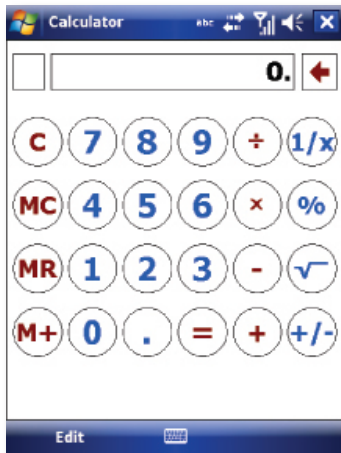
To clear the current calculation or the displayed number, Tap C.
To clear the last digit entered in a multidigit entry, Tap the arrow to the right of the entry box. To clear memory, Tap MC.

CALENDAR

Use Calendar to schedule appointments such as meetings and other events.

Your appointments for the day can be displayed on the Today screen. If you use Microsoft Outlook on your PC, you can synchronize appointments between your device and PC. If you synchronize your calendar over your cellular connection to your e-mail account, it will also be kept up to date.

You can also set Calendar to remind you of appointments through methods such as a sound or flashing light. You can look at your appointments in several different views (Day, Week, Month, Year, and Agenda):

1. Tap 🎨 Start > Calendar.

2. Tap Menu > View > Day [or Week or Month or Year or Agenda].
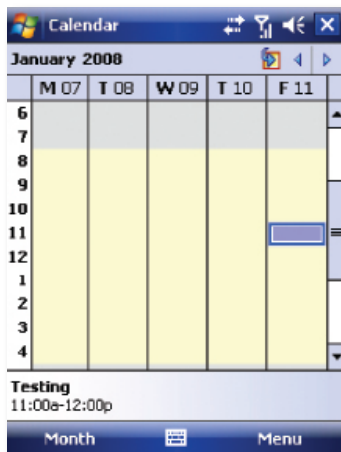
To see detailed appointment information in any view, tap the appointment.
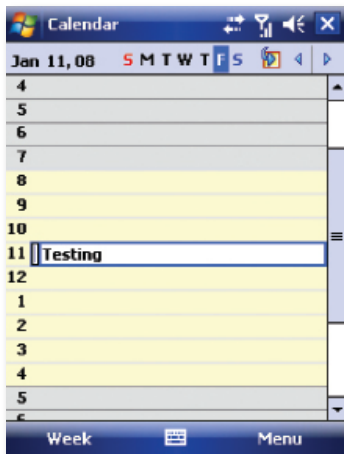
Schedule an appointment

1. Tap ![Start] Start > Programs > Calendar.
2. Tap Menu > New Appointment.
3. Enter a name for the appointment, and enter information such as start and end times.
4. To schedule an all-day event, in the All Day box, tap Yes.
5. When finished, tap OK to return to the calendar.

Cancel an appointment

· Tap the appointment and then tap Menu > Delete Appointment

Calendar	⇄ 📶 📢 ok
Subject:	Testing ▼
Location:	▼
Starts:	1/11/03 11:00 AM
Ends:	1/11/03 12:00 PM
All Day:	No
Occurs:	Once
Reminder:	Remind me
	15 minute(s)
Categories:	No categories...
Attendees:	No attendees...
Status:	Busy
Sensitivity:	Normal

Appointment | Notes

⌨   Menu

Calendar	⇄ 📶 📢
Jan 11, 08	S M T W T F S 💲 ◄ ▶

4
5
6   **Calendar**
7   ⚠ Appointments will be
8   permanently deleted.
9   Continue?
10
11   [Yes]   [No]
12
1
2
3
4
5

Week   ⌨   Menu
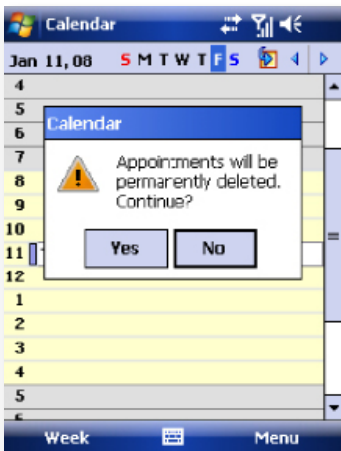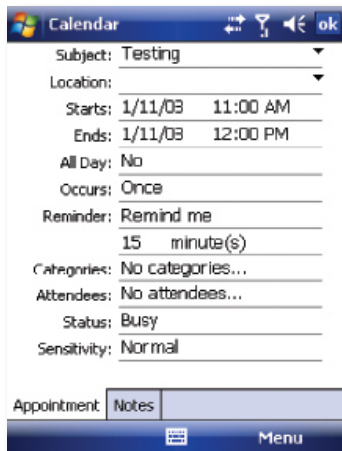
Note: All-day events do not occupy blocks of time in Calendar. Instead, they appear in banners at the top of the calendar.

TIP: To have the time entered automatically in Day view, tap the time slot for the new appointment, and tap Menu > New Appointment.

Send a meeting request

Use Calendar to schedule meetings via e-mail with contacts who use Microsoft Outlook or Outlook Mobile.

1. Tap ![Start] Start > Calendar.

2. Schedule a new appointment or open an existing one and tap Menu > Edit.

3. Tap Attendees.

4. Tap Add Required Attendee and/or Add Optional Attendee.

5. Tap the name of the contact you want to invite.

6. To invite each additional attendee, tap Add and tap the name.

7. Tap OK.

8. The meeting request will be sent to the attendees the next time you synchronize your device with your PC.
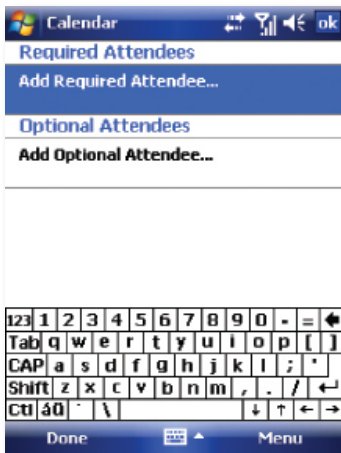
NOTE: When attendees accept your meeting request, the meeting is automatically added to their schedules. When their response is sent back to you, your calendar is updated as well.

Set a default reminder for all new appointments

You can have an automatic reminder for all new appointments.

1. Tap 🎯 Start > Calendar.
2. Tap Menu > Tools > Options > Appointments tab.
3. Select the Set reminders for new items check box.
4. Set the time when you want the reminder to alert you.
5. Tap OK to return to the calendar.

CLEARVUE PDF

ClearVue PDF is a standalone Adobe Acrobat file viewer for your Pocket PC. Use ClearVue PDF to open and view Adobe Acrobat PDF files on your device.

Open a PDF file

1. Launch ClearVue PDF by tap ⊞ Start > Programs > ClearVue PDF.

2. Tap File > Open.

3. Select the folder to browse.

4. View a list of .pdf files, and then tap the file you want to view.

· To open a recently opened file, tap File > Recent Files.

Move around in a document

When a PDF document is larger than a single screen, you can navigate in the following ways:

· Use scroll bars to move up/down and right/left.

· Use the Navigation Pad to move one line in the desired direction.

The Zoom feature

· The Zoom feature allows you to enlarge or reduce the document content on display. Zoom is available on the bottom left corner of the screen. Any percentage in the range from 25-200% is valid.

· Select Page Width to display the entire width of the page.

· Select Whole Page to display the entire page.

· Tap Zoom > Custom… to choose your desired percentage of magnification.

FILE EXPLORER

Your pocket PC has a File Explorer application, just like your PC, that allows you to manage files.

Run File Explorer

· On the Today Screen go to ![Start icon] Start > Programs > File Explorer.

You are presented with a list of files and folders inside the current folder. To move up a level, tap Up. To go into a folder, click on a folder name.

Copy a file

1. Tap and hold a file name. A menu will then appear.

2. Choose Copy.

3. Move to another folder. When you reach the folder where you want the file to be, tap and hold it with the stylus and tap Paste. To move the file rather than copy it, select Cut in step 2.

E-mail a file

1. Tap and hold on the name of a file.

2. Select the Send… option from the menu that appears.

3. Choose an account from which you will send this file.

4. Enter an file addressee and tap Send. The file is sent as an attachment.

Delete a file

1. Tap and hold on the name of a file.

2. Select Delete.

Create a new folder on the device

1. Move to the directory where you want to create a new directory.

2. Tap Menu > New Folder.

View a Web Folder from your device

You can access folders on your corporate intranet.

· To do this tap Menu > Open Path > New Path and type in the path of the folder on the network. Your device will connect to the Work Connection in order to find the web folder.

INTERNET SHARING

Internet sharing is a way to use your device as a cellular and GPRS modem, as a means of connection to the Internet for your laptop or desktop PC. Here, we provide a brief overview of the subject. You can find step-by-step guidelines for configuring your device for use as a Wireless Modem on http://www.imate.com.

NOTE: Your cellular account must already be enabled with a data plan.

Start Internet Sharing

· From the **Today** Screen, tap **Start** > **Programs** > **Internet Sharing**.
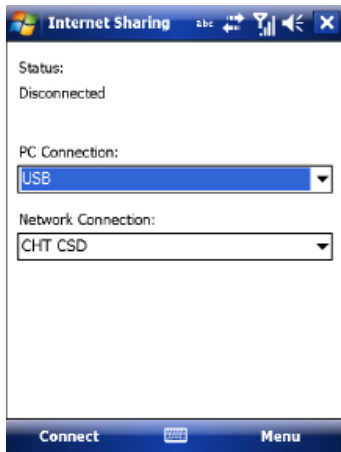
You should choose how you wish to connect your desktop/laptop PC to your device.

In the PC connection field, choose USB (for a wired connection) or Bluetooth PAN.

Next, you must choose the data connection that you will use to connect to the Internet. You can choose this from a drop-down list of all connections

that have been configured. If you have not already set up a connection for accessing the Internet, please refer to Chapter 4, Get Connected.

If you have chosen to connect over USB

1. Tap Connect at the bottom of the screen.

2. Now connect your device to your computer using the USB cable supplied.

3. Device Status will show Connected. Your PC is now connected to the Internet.
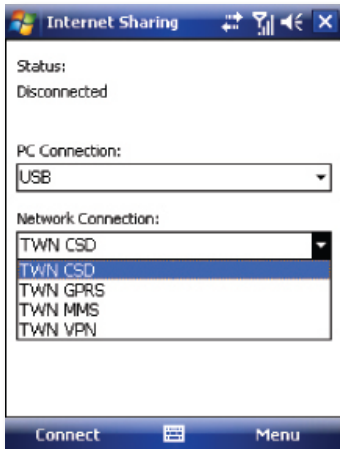
NOTE: You must run ActiveSync 4.5 or later on the PC to use this feature. If you are running an earlier version, upgrade to this using the companion CD that came with your device.

If you have chosen to connect using Bluetooth PAN

1. You will be prompted about your wish to make your device visible to other users. Click Yes if this is the first time that you are setting up the connection.

2. On your PC, perform a Bluetooth Search for the device.

3. Follow the process shown on your PC screen to bond it to the device.

4. On your PC, go to Start > Connect to > Show All connections.

5. Double click the Icon in the Bluetooth Personal Area Network area.

6. Choose to connect the PC to the device.

7. Your PC will now be connected to the Internet.

Full further detailed instructions for performing this procedure through Windows XP, running the standard Microsoft Bluetooth stack, can be found at http://www.imate.com.

JAVA

Java is a programs environment supporting a wide variety of applications running on mobile devices, such as games and useful applets.

You can use the Java program to download Java games or applications.

· Tap 🟦 Start > Programs > Java.

The Download menu option will open the Internet Explorer for Mobile browser and enable games and other applications to be downloaded directly from the Internet and installed automatically.

TIP: Download the file with the *.jar extension.

The Local Install menu option will search for midlets already stored on the device and offer to install them.

Once installed, the programs will be listed within the Java application. Tap the program name in the list to run it.

NOTE: Be conscious that Java applications obtained from untrusted sources could be used to install a virus on your device.

CAMERA

Taking photos and recording video clips with audio is easy with your device's built-in camera.

Tap 🟦 Start > Programs > Camera or press the Camera button on your device. To exit the Camera screen, tap ✖.

Still Camera screen

By using either the Navigation Pad keys or tapping the screen you can adjust the various options.

No.	Name	Description
1.	Number of photos	Show the number of photos that can be captured.
2.	Photo Resolution	Switch between VGA, CIF, QVGA and QCIF. The effect on storage is instantly seen at (1).
3.	Tool Settings	You can tap 🔳 on the screen to access the setting items.
4.	Camera Mode	Switch between the front or rear cameras.
5.	Close	Close the application.
6.	Pictures & Videos	Launch the Pictures and Videos application. See Chapter Pictures & Videos.
7.	Video Mode	Switch from camera to video mode.

Taking pictures

Press the CAMERA button on the device to take a picture.

Adjusting Brightness

Press the Navigation Pad up or down to alter the brightness. A brightness indicator bar will appear on the screen during this adjustment.

> NOTE: The directions left, right, up and down here mean with the device held in landscape mode.

Use the Self Timer

- Scroll, using the navigation stick or the blue arrows, through to the Self Timer settings.
- Tap the timer icon to choose a delay of 2 seconds or 10 seconds or to turn the feature off again.
- After composing the picture, press the CAMERA button to start the timer. A regular beeping will start to confirm that the countdown is running. When the time expires, the picture is taken, confirmed by the camera shutter sound effect.

Picture Resolution

Your device is equipped with a 2.0 Mega pixel camera. The larger the number of mega pixels, the more detailed the picture will be. However a larger picture means that more data has to be stored, resulting in less available memory for other pictures.

To set the resolution of the pictures to be captured, tap the camera options icon and scroll, using the navigation stick or the blue arrows, through to the Resolution settings.

Switching to video mode

Tap the video mode icon to switch to the video mode.

Video Camera Screen

By using either the Navigation Pad keys or tapping the screen you can adjust the various options.

No.	Name	Description
1.	Recording Time	Displays the length of the recording. When no recording is in progress and no recording is selected for playback, the amount of recording time still available in unused memory is displayed.
2.	Video Resolution	Displays the current video resolution.
3.	Tool Settings	You can tap 🔳 on the screen to access the setting items
4.	Camera Mode	Switch between the front or rear cameras.
5.	Close	Close the application.
6.	Pictures & Videos	Launch the Pictures and Videos application. See Chapter Pictures & Videos.
7.	Video Mode	Switch from camera to video mode.

Capturing Video

Your device is capable of recording moving pictures and sound. To enter Video recording mode:

1. Press the Camera button or then tap Start > Programs > Camera.

2. Tap the video icon.

While using the Video capture mode, you can press the Camera button to start recording a video clip (with audio if desired). To stop recording, press the Camera button again.

Your device displays the first frame of the captured video clip by default on the Review screen. From this screen you will be able to:

· Send the video by e-mail or MMS.

· Delete the video.

· Play the video in Windows Media Player.

Adjusting Brightness and Zoom

· Press the Navigation Pad up or down to change the zoom level.

· Press the Navigation Pad left or right to alter the brightness.

> The directions left, right, up and down here mean with the device held in landscape mode.

Camera and Video Tool Settings

From either camera or video modes tap the ▣ icon.

The Setting screen contains following tabs:

Icon	Description
	Exit the video program.
WB	Tap to toggle among the different white balance settings: Auto, Sunny, Cloudy, Incandescent, and Fluorescent
	Select a metering mode to allow the camera to measure the amount of light in the center and around the image and calculate the best-fit exposure value before capturing.
	Tapping the minus/plus icon (-/+) decreases or increases the brightness level.
	Tapping the minus/plus icon (-/+) decreases or increases the contrast level.
	Tap to turn on the camera flash while capturing an image.
	Choose a special effect such as: No Effect, Sepia, and Monochrome etc., to apply to your photos or video clips.
	Select the desired MP4 or 3GP file format.
	Allows you to set the size limit for recorded videos.
	Choose video recording mode: Camcorder, Night or MMS.
	Choose between: QVGA or QCIF resolutions.
	Select the JPEG image quality level for all the video. You can choose from Fine, Normal, and Economy.
	Select where you want to save your files. You can either save the files to the main memory or a storage card.
	You may also choose to name files using either the current Default, Date, User Define as the prefix. You may also reset the internal counter here.
	For information about copying and version files on your device.

Icon	Description
	Tap to add Date Time Stamp to your photo.
GPS	Camera GPS Info.
	Tap to select Video or Camera mode.
	Tap to set self timer.
	Tap to set camera resolution.

WIRELESS MANAGER

Wireless Manager is an integrated interface that combines Bluetooth, Wi-Fi, Push E-mail, GPS and Phone functions into one page. To manage these wireless connections, tap ⊞ Start > Settings > Connections tab > Wireless.

You may also access Wireless Manager from the Today screen or by pressing the Wi-Fi button (unless this user-configurable button has been re-programmed).

NOTE: Tap All Close Turn On/All Close Turn Off to turn on/off all wireless connections. If you only want to turn on one connection, such as Bluetooth, tap Bluetooth Turn Off. Tap Settings to set up the individual Wireless Manager connections.

NOTES

Notes helps you quickly capture thoughts, questions, reminders, to-do lists, and meeting notes. You can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability and send notes to others.

Enter information in Notes

There are several ways to enter information in a note. You can enter text using the onscreen keyboard or handwriting recognition software. You can also use the stylus to write or draw on the screen. On devices that support recording, you can create a standalone recording or embed a recording in a note.

Set the default input mode for Notes

If you frequently add drawings to your notes, you may find it helpful to set Writing as the default input mode. If you prefer typed text, select Typing.

1. Tap ![Start icon] Start > Programs > Notes.
2. In the note list, tap Menu > Options.
3. In the Default mode box, tap one of the following:
· Writing if you want to draw or enter handwritten text in a note.
· Typing if you want to create a typed note.
4. Tap OK.

Create a note

1. Tap ![Start] Start > Programs > Notes > New.

2. Tap the Input Selection arrow next to the Input Method icon on the menubar, tap the input method you want, and enter your text.

3. If the Input Selection arrow is not displayed, tap the Input Method icon.

4. When finished, tap OK to return to the note list.

PICTURES & VIDEOS

The **Pictures & Videos** program collects, organises and sorts images and video clips in the following formats on your device.

File Type	File Extensions
Image	*.jpg, *.gif, *.bmp
Video	*.wmv, *.3gp, *.mp4

You can view the pictures as a slide show, beam them to another nearby device, e-mail them, edit them or set them as the background on the Today screen.

Copy a picture or video clip to your device

You can copy pictures from your PC and view them on your device.

· Connect your device to your PC using ActiveSync. You can find out more about how to do this in Chapter 6. Then drag the images from your PC and place them in the My Pictures folder on your device.

For more information about copying files from your PC to your device, see ActiveSync Help on your PC.

NOTE: You can also copy pictures from your PC to your device using a memory card. Insert the memory card into the memory card slot on your device and then copy the pictures from your PC from the folder you created on the memory card.

View pictures

1. Tap Start > Programs > Pictures & Videos. The images in the My Pictures folder appear as thumbnails by default.

2. Select a picture to view it. If you cannot find a picture in the default My Pictures folder, go to another folder by tapping the ![MY PICTURES] icon. A list of other folders will be displayed. Click on a folder name to navigate to access it. This folder will become the default folder the next time you access the Pictures icon.

Play videos with audio

1. Tap Start > Programs > Pictures & Videos. The video files in the My Pictures folder appear as thumbnails by default, accompanied by a media icon ().

2. Select a video and tap the thumbnail to play it with the built-in Windows Media Player.

View slide shows

You can view your pictures as a slide show on your device. Pictures are shown in full screen view with 5-second intervals between slides.

1. Tap 🔔 Start > Programs > Pictures & Videos.

2. Tap Menu > Play Slide Show.

· Tap anywhere on the screen to display the Slide Show toolbar, which you can use to stop or pause the slide show, rotate the view and more.

· Press the Navigation Pad right or left to move forward or backward through the slides.

NOTE: You can specify how pictures are scaled to optimize their display. This is explained under Use advanced options of the Pictures & Videos program.

Sort pictures and video clips

If you store a large number of pictures or video clips on your device, you may find it helpful to sort them to quickly find a specific picture or clip. You can sort by Name, Date and Size.

1. Tap 🎵 Start > Programs > Pictures & Videos.
2. Tap the sort list (upper right hand corner) which is labelled Date by default and select the item that you want to sort by.

Delete a picture or video clip

Do any of the following to remove a picture or a video clip:

· Highlight a picture or video clip on the Pictures & Videos screen and tap Menu > Delete. Or; Tap and hold the thumbnail of the picture you want to delete, then tap Delete.
· The Window will display the warning "Are you sure you want to delete 'PIC_xxxx'?" Tap Yes to confirm the deletion.
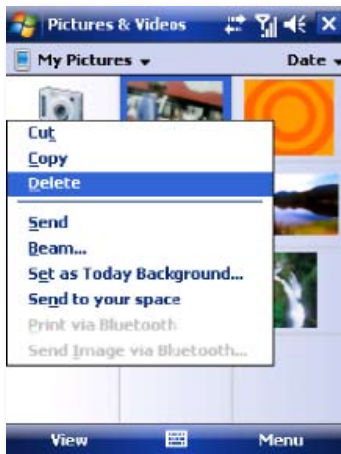
Edit a photo or video clip

You can rotate, crop and adjust the brightness and colour contrast of your photos.

1. Tap ⚡ Start > Programs > Pictures & Videos.
2. Tap the picture you want to edit.
3. TapMenu>Edit,youcancut,copy,pastethepictureorvideoclipormakeanewfolder.
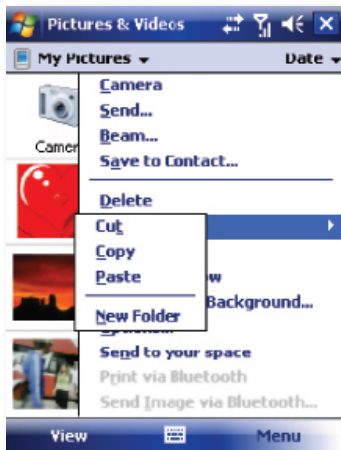
Set a picture as the Today screen background

You can use a picture as the background on the Today screen.

1. Tap ![Start icon] Start > Programs > Pictures & Videos.

2. Select the picture you want to set as the background.

3. Tap Menu > Set as Today Background.

4. In Transparency Level, select a higher percentage for a more transparent picture or a lower percentage for a more opacity.

5. Tap OK.
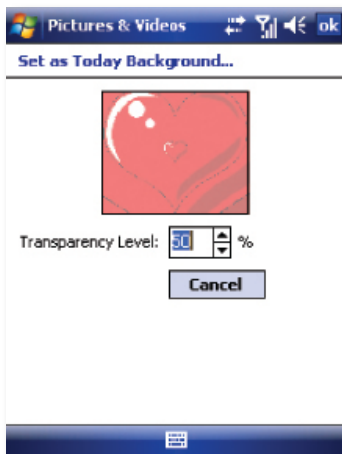
Send pictures and video clips via e-mail

You can send pictures and video clips to other devices via e-mail.

1. First, set up messaging to send and receive messages.

2. From Pictures & Videos, select the item you want to send.

3. Tap Send and select one account (such as Outlook E-mail or MMS) to send the attached item.

4. A new message is created with the item attached.

5. Enter the recipient name, subject and tap Send. The message will be sent the next time you synchronize your device.

> NOTE: Pictures and video clips are saved automatically before they are sent.

Assign pictures to contacts

You can assign a picture to a contact. This picture will be shown alongside the contact's name when it is used, such as when you receive a telephone call from the contact or write an e-mail to him/her.

1. Tap 🎴 Start > Programs > Pictures & Videos.

2. Highlight the picture you want to assign to a contact.

3. Tap Menu > Save to Contact.

4. Tap the contact or navigate and tap Select to choose the contact from your Contacts list.

Use advanced options of the Pictures & Videos program

1. Tap ![Start icon] Start > Programs > Pictures & Videos.

2. Select the picture for which you want to configure further settings.

3. Tap Menu > Options. The Options screen appears, allowing you to:

· Resize a picture so that you can send it faster to someone through e-mail.

· Configure the view settings during slide shows and activate screensaver options.

Tap Menu > Options > General tab and select the size and orientation of the picture.

Tap Menu > Options > Slide Show tab to optimize orientation and screensaver settings to be applied during slideshows.
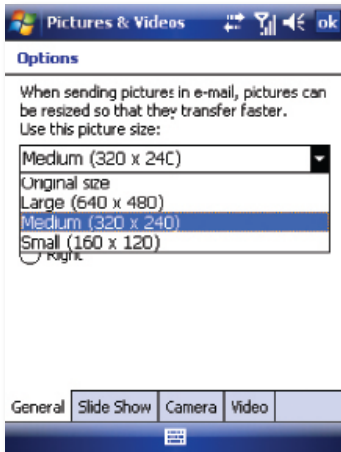
VOICE SPEED DIAL

Voice Speed Dial enables you to record voice tags for contacts or launch programs simply by speaking a single word.

Create a voice tag for a phone number from contacts

· On the Today screen, tap Contacts.

Tap and hold the contact listing to add a voice tag. Select the contact and tap Menu > Add Voice Tag... or open the contact and select the phone number and tap Menu > Add Voice Tag....
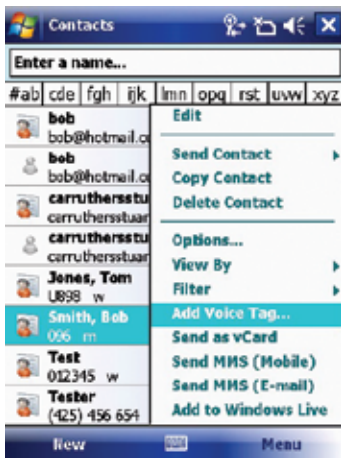
Tap the record symbol ● to record your voice tag.

You can also use the controls to stop, play back and delete the voice tag.

Create a voice tag from Voice Speed Dial

1. Tap Start > Settings > Personal tab > Voice Speed Dial.
2. Select the contact or an application from either the Contact tab, SIM tab or Application tab.
3. If adding a tag to a Contact, select the phone number and tap the 🎤 icon.
4. Tap the 🔴 icon and, after the beep, record your voice tag.

Once done, a voice tag icon will appear to the right of the number.

· To re-record the tag, repeat steps 2-4.
· To delete the tag, select the contact on the Voice Tag tab and tap the delete ✕ icon,

Make a call or launch programs using a voice tag

1. Press the Voice Command button on your device.
2. After a "beep" sound, say the recorded voice tag that you have assigned to the phone number you want to call or the program you want to launch. The system will repeat the voice tag and then dial out or launch the program automatically.
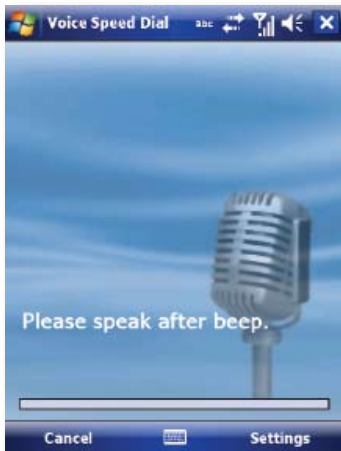
NOTE: If the system cannot recognize your voice tag, please speak clearly and reduce the surrounding noise. Then, try again.

To view and test the voice tags you have created

1. Tap 🎙 Start > Settings > Personal tab > Voice Speed Dial.

2. On the Voice Tag tab, it displays a list that contains all the voice tags you have created.

3. Select an item in the list, and you can do one of the following:

· Tap the record button (●) to rebuild the voice tag.

· Tap the play button (▶) to play the voice tag.

· Tap the delete button (✕) to delete the voice tag.
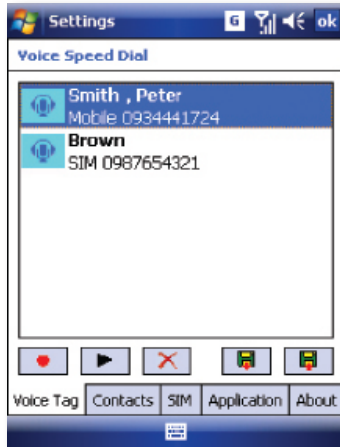
SEARCH

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

To search for a file or an item

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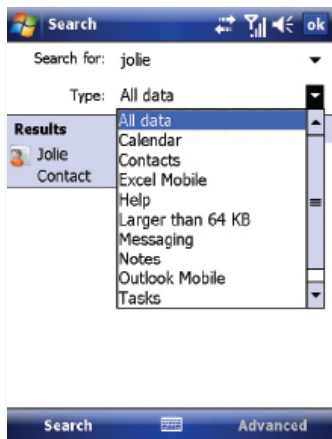
TASKS

Use Tasks to keep track of things you need to do. A task can occur once or repeatedly (recurring). You can set reminders for your tasks and you can organise them using categories. Your tasks are displayed in a task list. Overdue tasks are displayed in red.

Create a task

1. Tap 🔧 Start > Programs > Tasks.
2. Tap Menu > New Task or the Tap here to add new task field at the top of the screen. Enter a subject for the task and fill in information such as its start, due date, priority, etc.
3. When finished, tap OK.
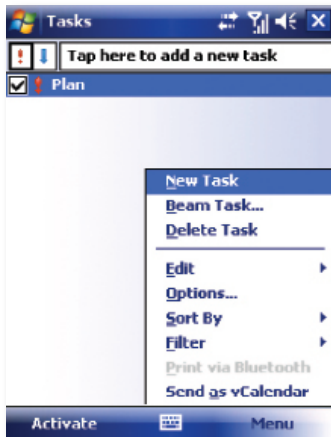
NOTE: You can easily create a short to-do type of task. Simply tap the Tap here to add a new task box, enter a subject and press Enter. If the task entry box is not available, tap Menu > Options and select the Show Tasks entry bar checkbox.

Change the priority of a task

Before you can sort tasks by priority, you need to specify their priority levels.

1. Tap 🎯 Start > Programs > Tasks.

2. Tap and hold the task for which you want to change the priority.

3. In the Priority list, tap a priority level.

> NOTE: All new tasks are assigned a Normal priority by default.

You can have a reminder automatically turned on for all new tasks you create.

1. Tap 🎯 Start > Programs > Tasks.

2. Tap Menu > Options.

3. Select the Set reminders for new items check box.

4. Tap OK to return to the task list.
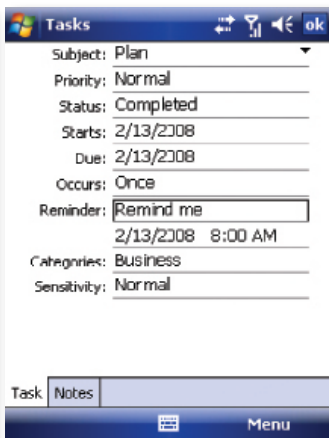
> NOTE: The new tasks must have due dates set in order for the reminder to take effect.

Show start and due dates in the task list

1. Tap 🎙 Start > Programs > Tasks.
2. Tap Menu > Options.
3. Select the Show start and due dates check box.
4. Tap OK.

Filter a task

When your list of tasks is long, you can display a subset of the tasks or sort the list to quickly find a specific task.

1. Tap 🎵 Start > Programs > Tasks.
2. Tap Menu > Filter > All Tasks, Recently Viewed, No Categories, Active Tasks or Completed Tasks.
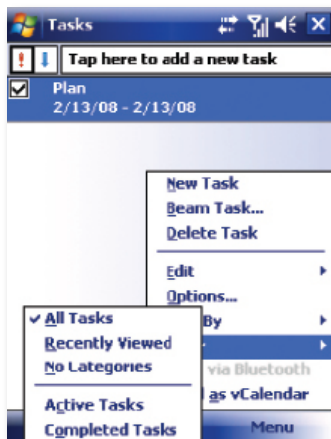
WINDOWS LIVE

Windows Live enables you to send instant messages and e-mail, search for information, directions, maps and images, and have access to your own space.

Full instructions for setting up and using Windows Live are detailed in Chapter 5.

Start Windows Live

1. Tap 🎯 Start > Programs > Windows Live
2. After signing into Windows Live, you can tap the green arrows at the top or the green arrows on the Today screen to cycle between Sync, Mail and Messenger.
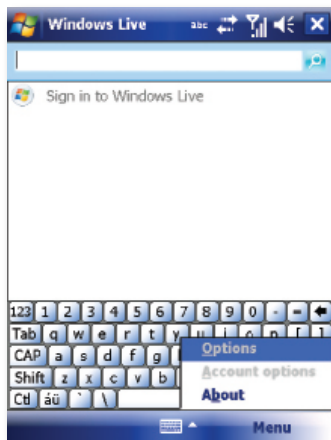
WINDOWS MEDIA PLAYER

You can use Microsoft Windows Media Player Mobile for Pocket PC to play digital audio and video files that are stored on your device or on a network. Using Windows Media Player, you can play both audio and video files. These are the file formats that are supported by this version of Windows Media Player.

To open Windows Media Player, tap Start > Programs > Windows Media.

Supported File Formats	File Extensions
Video	
• Windows Media Video	*.wmv
• H.263, H.264	*.3gp
• MPEG4	*.mp4
Audio	
• Windows Media Audio	*.wma
• MP3	*.mp3
• MIDI	*.mid
• AMR Narrow Band	*.amr
• AAC, AAC+	*.aac
• Advanced Systems Format (ASF)	*.asf

About the controls

The following are available controls on the Windows Media Player. From the Window Media Player application, for convenience, many of these functions are also available from the Media Control panel on the Today screen.

Icon	Description	Icon	Description
	Plays a file.		Increases the volume.
	Pauses a file.		Decreases the volume.
	Skips to the start of the current file or to the previous file.		Turns the sound off.
	Skips to the next file.		Displays a video by using the entire screen.
	Adjusts the playback progress of a selected file.		Displays a website where you can find music and videos to play.

NOTE: You can rewind and fast-forward files by pressing the Navigation Pad left or right.

About the screens and menus

Windows Media Player has three primary screens: the Playback Screen, the Library Screen and the Now Playing screen. At the bottom of each screen is an option called Menu. The commands on this menu change depending upon which screen you are viewing.

Playback screen

The default screen that displays the playback controls (such as Play, Pause, Next, Previous and Volume). If the playback is of an audio file, any album art will be shown in this screen. If the file is a video, it will be shown here.

When viewing the Playback screen, the following commands appear in Menu.

Command	Description
Library	Displays the library screen so that you can choose a file to play.
Play/Pause	Starts or pauses the playback.
Stop	Stops playback.
Shuffle/Repeat	Plays the items in the Now Playing playlist randomly / repeatedly.
Full Screen	When a video is playing, tapping this will make the playback fill the entire screen. Touch the screen to return to the Playback screen.
Options	Lets you adjust various Windows Media Player options including: network, skin and hardware options.
Properties	Displays information about the file currently playing.
About	Displays information about Windows Media Player such as the version number.

Now Playing screen menu

The screen that displays the Now Playing playlist. This special playlist indicates the currently playing file and any files that are queued to play next.
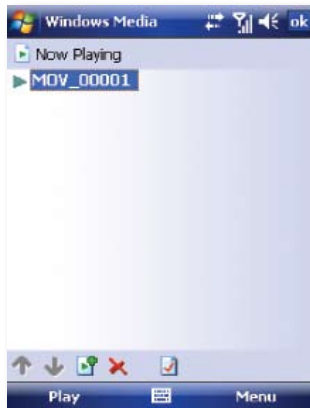
When you are viewing the Now Playing screen, the following commands appear in Menu.

Command	Description
Library	Displays the Library screen so that you can choose a file to play.
Move Up/Down	Moves the selected item up/down in the playlist order.
Remove from Playlist	Deletes the selected item from the playlist.
Shuffle/Repeat	Plays the items in the Now Playing playlist randomly/repeatedly.
Clear Now Playing	Deletes all items from the Now Playing playlist.
Error Details	Displays error information about the selected item (an exclamation mark appears before the item name if error details are available).
Properties	Displays information about the selected file.

Library screen

The screen that lets you quickly find your audio files, video files, and plays lists. It contains categories such as My Music, My Video, My TV and My Play lists.

Initially your Library will be empty. While you are viewing the Library screen, Tap Menu > Update Library in order to add new media.

When viewing the Library screen, the following commands appear in Menu.

Command	Description
Queue Up	Adds the selected item to the end of the current (Now Playing) playlist.
Delete from Library	Deletes the selected item from the library.
Now Playing	Displays the Now Playing screen.
Library	Displays the Library screen so you can choose a file to play.
Update Library	Adds new items to the library by searching your device or storage card.
Open File	Lets you find and play files that are stored on your device or storage card but that are not in the library.
Open URL	Lets you play a file on a network, such as the internet.
Properties	Displays information about the selected file.

Copy files to your device

Use the latest version of the desktop Player (Windows Media Player 10 or later) to synchronize digital media files to your device (instead of dragging a file from a folder on your PC to a folder on your device). Using the desktop Player ensures that licenses are copied with protected files.

When synchronizing files, always synchronize them to a storage card that is inserted into your device. Do not synchronize to a storage card that is inserted into a storage card reader. In addition, do not synchronize to the internal storage location in your device. For more information about synchronizing files to mobile devices, see desktop Player Help on the PC.

NOTE: Audio files copy faster if the desktop player is configured to automatically set the quality level for audio files copied to your device. For more information, see desktop Player Help on the PC.

About licenses and protected files

Some content (such as digital media files downloaded from the internet, CD tracks, and videos) have associated licenses that protect them from being unlawfully distributed or shared. Licenses are created and managed by using digital rights management (DRM), which is the technology for securing content and managing its access rights. Some licenses may prevent you from playing files that have been copied to your device. Files that have licenses associated with them are called "protected files."

For more information about synchronizing files to your device and other mobile devices, see the Help provided with the DRM-enabled desktop player.

> NOTE: You can view the protection status of a file by checking its file properties. Highlight the file and tap Menu > Properties.

Play items on your device

Use the library to find and play songs, videos, and playlists that are stored on your device or removable storage card.

1. If you are not on the Library screen, tap Menu > Library.
2. On the Library screen, tap the Library arrow (near the top of the screen), then tap the library you want to use (such as My Device or Storage Card).
3. Tap a category (such as My Music or My Playlists). Tap and hold the item that you want to play (such as a song, album, or artist name) and tap Play.

> NOTE: To play a file that is stored on your device but is not in a library, tap Menu > Open File on the Library screen. Tap and hold the item that you want to play (such as a file or a folder) and then tap Play.

Play an item on a network

Use the Open URL command to play a song or video that is stored on the internet or on a network server.

1. If you are not on the Playback screen, tap OK to close the current screen and display the Playback screen.
2. Tap Menu > Open URL.

3. Do one of the following:

· In the URL box, enter a network address.

· In the History box, tap a URL that you have previously used.

NOTE: To play an item on a network, you must be connected to one. For more information about creating a remote connection between your device and a network, see the Getting Connected chapter in this manual and Connections help on the device.

Troubleshooting

If you encounter a problem while using the Windows Media Player, a number of resources are available to help you troubleshoot the issue.

For more information, see the Troubleshooting Windows Media Player Mobile page at the Microsoft website: http://www.microsoft.com/windows/windowsmedia/player/windowsmobile/troubleshooting.aspx

INTERNET EXPLORER MOBILE

Internet Explorer Mobile is a full-featured internet browser, optimised for use on your mobile device.

Start Internet Explorer Mobile:

· From the Today Screen, tap ⚡ Start > Internet Explorer.

Use Internet Explorer

· To go to a website, tap in the address bar and enter the address of the site.
· Tap the green arrow to the right of the address bar to go there, or tap Go on the bottom left menu option when you have typed in the new address.

Go to a website using the Favorites list

You can store the websites you want to visit most frequently in the Favorites list.

This list can also be synchronized with your PC so that Favorites in your PC are also carried with you on your Pocket PC.

Open the Favorites list

In Internet Explorer Mobile, tap Menu > Favorites.
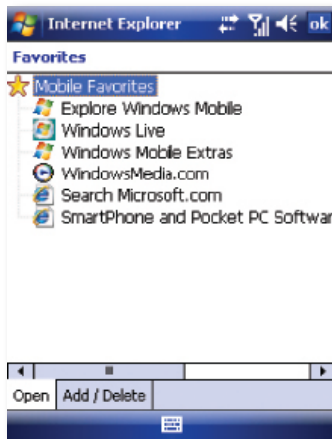
Go to a webpage on the Favorites list

· Tap on the name of the link to go to that webpage.

Edit the Favorites list

With the Favorites list open, click on the Add/Delete tab at the bottom of the screen. You may select links, edit their names, delete them or add new links.

Add the current webpage to the Favorites list

1. Navigate to a page you wish to appear on the Favorites list.

2. Tap Menu > Add to Favorites.

Transfer favorites from your PC

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

1. In ActiveSync on your PC, on the Tools menu, click Options, and select Favorites.

2. In Internet Explorer on your PC, save or move favourite links to the Mobile Favorites subfolder in the Favorites list.

3. Connect your mobile device to your PC. If synchronization does not start automatically, click Sync.

Choose a Homepage

1. In Internet Explorer Mobile, tap Menu > Tools > Options > General tab.

2. Do one of the following:

· To use the displayed page as your Homepage, tap Use Current.

· To use the default Homepage, tap Use Default.

NOTE: To open your Homepage, tap Menu > Home.

Change the size of text on web pages

In Internet Explorer Mobile, tap Menu > View > Text Size and tap the size you want.

Show or hide pictures on web pages

In Internet Explorer Mobile, tap Menu > View > Show Pictures. A check mark next to Show Pictures indicates that pictures will be displayed on Web pages.

Change how web pages fill the screen

1. In Internet Explorer Mobile, tap Menu > View.

2. Tap one of the following:

· One Column: Arranges the content into one column that is as wide as the screen. This means that you will rarely have to scroll horizontally.

· Fit to Screen: Maintains a layout similar to what you see on a desktop computer, but it makes items smaller and arranges the content so that you can see most of it without having to scroll horizontally.

· Desktop: Keeps the same layout and size as on a desktop computer, which requires both horizontal and vertical scrolling.

Clear the History list

1. In Internet Explorer Mobile, tap Menu > Tools > Options > Memory tab.

2. Tap Clear History.

Save a picture from a web page

1. In Internet Explorer Mobile, tap and hold the picture, and tap Save Image.

2. Do one of the following:

· To save the picture in My Pictures on your device, tap Yes.

· To save the picture in another location, such as a storage card, tap Save As.

Change cookies and security settings

Internet Explorer Mobile supports the protocols used by Secure Sockets Layer (SSL). A connection that uses SSL helps send personal information more safely.

Cookies are small files containing information about your identity and preferences so that a page is tailored with information to suit your needs.

The page sends the file and it is stored on your mobile device.

1. In Internet Explorer Mobile, tap **Menu** > **Tools** > **Options** > **Security** tab.
2. Select the checkboxes for the options you want, and tap **OK**.

> NOTE: To prevent Internet Explorer Mobile from accepting any cookies, clear the Allow cookies checkbox.

Delete temporary Internet files

Some Web content is stored as you view it to speed up the display of pages you frequently visit or have already seen. You may want to delete these files to free storage space.

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

OFFICE MOBILE

Office mobile is a suite of mobile Microsoft applications. These applications (Excel Mobile, PowerPoint Mobile and Word Mobile) are cut down versions of the full package available for PCs.

· Access Office Mobile by tapping ![Start icon] Start > Office Mobile.

MICROSOFT WORD MOBILE

Microsoft Word Mobile is a pocket version of Microsoft Word. Word documents created on your PC can be opened and edited on your device, including documents created in Word 2007 and the .docx format. You can also create and edit documents and templates in Microsoft Word Mobile and save them as *.doc, *.docx,*.rtf, *.txt, and *.dot files.

You can have only one document open at a time. When you open a second document, the first one is saved and closed automatically.

When you close a newly created document, it is automatically named after the first several words in the document and placed in the Word Mobile document list. You can easily rename the document with a more meaningful name and move it to another folder or a storage card.

Open Microsoft Word Mobile

· Tap ![Start icon] Start > Office Mobile > Word Mobile.

Create a new document

· Tap New.

Send a document

To send to another device nearby, you may use Bluetooth beaming.

1. Tap the file you would like to send to another device.
2. Tap Menu > File > Beam…
3. Select the device to which you want to beam the file.

Send via a messaging account

You may send the file via e-mail or MMS to another user.

1. Tap the file you would like to send out.
2. Tap Menu > File > Send via E-mail.
3. Choose the account from which you wish to send the file (e.g. Outlook, Hotmail, MMS, etc).
4. Type in the recipient address into the e-mail. The file is already attached.
5. Tap Send.

TIP: Work in full-screen mode to see as much of your document as possible. Tap View > Zoom and select a percentage so that you can easily read the worksheet.

Unsupported features in Word Mobile

Word documents created on your PC can be opened and edited on your device. However, Word Mobile does not fully support some features, such as revision marks and password protection. Some data and formatting may be lost when you save the document on your device.

The following features are not supported in Word Mobile

· Backgrounds. These are not displayed or saved by Word Mobile.
· Bi-directional text. While Word Mobile will open documents containing bi-directional text, the indentations and alignment may be displayed and saved incorrectly.

- Document protection. Using Protect Document on the PC can protect Word documents from unauthorized changes. Word Mobile does not support displaying files that have been protected in this manner.
- Metafiles. These are not retained by Word Mobile; instead, a graphical representation of the object will be displayed.
- Page borders. Lined page borders are supported; however, artistic page borders are not. The graphics will be converted to lined borders.
- Password-protected files. If a password to open has been specified for a document, it cannot be opened in Word Mobile. If a password to modify has been specified for a document, it can be opened in Word Mobile but cannot be modified.
- Shapes and text boxes. These are not displayed or saved by Word Mobile.
- Smart tags. These are not displayed or saved by Word Mobile.

The following features are partially supported in Word Mobile

- Picture bullets. While regular bullets are supported, picture bullets are not. The picture bullets are not displayed or saved by Word Mobile.
- Revision marks. These are not retained. When a document with revision marks is opened in Word Mobile, the document will appear as though all revision marks have been accepted. When the document is saved, revision marks will be lost.

- Table styles. Some or all of the formatting defined in the style will be lost when a document is saved by Word Mobile.
- Underline styles. Underline styles not supported by Word Mobile are mapped to one of the four supported styles: regular, dotted, wavy, or thick/bold/wide.
- Legacy Pocket Word files. You can open *.psw files in Word Mobile; however, if you edit a file, you will need to save it in *.doc, *.docx, *.rtf, *.txt, or *.dot format.

The following features are not supported on the device. However, they are retained in the file so that when a file is opened on the PC again, they appear as expected:

- Fonts and font sizes. Fonts not supported by the device are mapped to the closest font available, although the original font will be listed on the device. When a document that has been edited in Word Mobile is opened on the PC, text is displayed in the original font.
- Footnotes, endnotes, headers, footers. These features are not displayed by Word Mobile, but they are retained when a document is edited and saved on the device.

- Lists. Indented lists are not displayed on the device in the same way they are displayed on the PC. They are mapped to the closest indentation level supported by Word Mobile. However, the list information is retained in the document, so when it is opened again on a PC, lists are displayed in their original form.

- Page breaks. Word Mobile does not display breaks between pages. However, all page breaks except a break placed at the end of a document are retained in the document.

MICROSOFT EXCEL MOBILE

Microsoft Excel Mobile makes it easy for you to open and edit Excel workbooks and templates created on your PC, including spreadsheets created in Excel 2007 and the .xlsx format. You can also create new workbooks and templates on your device.

Run Microsoft Excel Mobile

· Tap ⧉ Start > Office Mobile > Excel Mobile.

The program operates much as the desktop PC version, allowing entry of numbers, formulas, text, sorting and auto filtering.
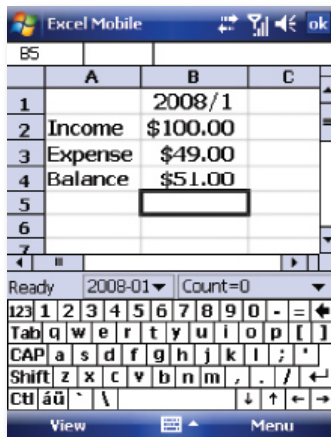
Create a new Workbook

· Tap Menu > File > New.

Send a Workbook

To send a workbook to a device nearby, you may use Bluetooth beaming.

1. Tap the file you would like to send to another device.
2. Go to Menu > File > Beam…

Select the device to which you want to beam the file.

Send via a messaging account

You may send a file via e-mail or MMS to another user.

1. Tap the file you would like to send.
2. Tap Menu > File > Send via E-mail.
3. Choose the account from which you wish to send the file (e.g. Outlook, Hotmail, MMS, etc).
4. Type the recipient address into the e-mail. The file is already attached.
5. Tap Send.

> NOTE: Work in full-screen mode to see as much of your workbook as possible. Tap View > Zoom and select a percentage so that you can easily read the worksheet.

Unsupported features in Excel Mobile

Excel workbooks created on your PC can be opened and edited on your device. However, Excel Mobile does not fully support some features, such as formulas and cell comments. Some data and formatting may be lost when you save the workbook on your device. Note the following regarding Excel Mobile formatting considerations:

· Alignment. Horizontal, vertical, and wrap text attributes remain the same, but vertical text appears horizontal.
· Borders. Appear as a single line.
· Cell patterns. Patterns applied to cells are removed.
· Fonts and font sizes. Fonts not supported by your device are mapped to the closest font available. The original font is listed on your device. When the workbook is opened again in Excel on your PC, the data are displayed in the original font.

- Number formats. Numbers formatted using the Microsoft Excel 97 conditional formatting feature are displayed in Number format.
- Formulas and functions. Formulas containing references past row 16384 are replaced with #REF! Also, the following formulas are converted to values:
- formulas containing functions not supported by Excel Mobile
- formulas entered as an array or containing an array argument, for example, =SUM({1;2;3;4})
- formulas containing external link references or an intersection range reference
- Protection settings. If a password to open has been specified for a workbook, it cannot be opened in Excel Mobile. If a password to modify has been specified for a workbook, it can be opened in Excel Mobile but cannot be modified.
- Zoom settings. These are not retained. Excel supports a per worksheet zoom setting, while the Excel Mobile zoom setting is applied to the entire workbook.
- Worksheet names. In a cell in a worksheet, names that reference worksheets within the same workbook are displayed accurately. Names that refer to other workbooks, arrays such as ={1;2;3;4}, array formulas, or intersection ranges are removed from the name list. If a name is removed from the list, it is left in formulas and functions, causing those formulas to be resolved as "#NAME?" Tabs that are hidden in the workbook are not hidden in Excel Mobile.
- AutoFilter settings. These are removed. However, you can use the AutoFilter command in Excel Mobile to perform similar functions. If you have an AutoFilter applied to a worksheet that causes rows to be hidden, the rows remain hidden when the file is opened in Excel Mobile. Use the Unhide command to display the hidden rows.
- Chart formatting. All charts will be saved the way they are shown in Excel Mobile. Unsupported chart types are changed to one of these supported types: Column, Bar, Line, Pie, Scatter, and Area. Background colors, gridlines, data labels, trend lines, shadows, 3D effects, secondary axes, and logarithmic scales are turned off.
- Worksheet features. The following features are not supported in Excel Mobile and are removed or modified when a workbook is opened on the device: hidden sheets are not hidden; VBA modules, macrosheets, and dialog sheets are removed and replaced with a placeholder sheet; textboxes, drawing objects, pictures, lists, conditional formats, and controls are removed; pivot table data is converted to values.

MICROSOFT POWERPOINT MOBILE

With PowerPoint Mobile, you can open and view slideshows created on your PC in *.ppt, *.pptx, *.pps and *.ppsx format with PowerPoint '97 and later, including slideshows created in PowerPoint 2007. Many presentation elements built into the slideshows such as slide transitions and animations will play back on the device. If the presentation is set up as a timed slideshow, one slide will advance to the next automatically. Links to URLs are also supported. PowerPoint features not supported on the device include:

· Notes. Notes written for slides will not be visible.

· Rearranging or editing slides. PowerPoint Mobile is a viewer only.

· Fileformats.Filescreatedin*.pptformatbeforePowerPoint97andHTMLfilesin*.htm and *.mht formats are not supported.

Start a slideshow presentation

1. Tap Start > Office Mobile > PowerPoint Mobile.

2. In the presentation list, tap the slideshow you want to view.

3. Tap the current slide to advance to the next slide.

If the presentation is set up as a timed slide show, slides advance automatically.

Stop a slide show

In a PowerPoint Mobile presentation, tap and hold a slide and tap End Show.

Navigate between slides

You can advance to the next slide (if the presentation is not set as a timed slideshow), return to the previous slide or go to any slide out of sequence.

1. Tap Start > Office Mobile > PowerPoint Mobile.

2. Open the presentation you want to view.

3. Tap Next or Previous, or tap Go to Slide and tap the slide you want to view.

· Tap the current slide to go to the next one.

If you have zoomed in to see a slide in more detail, you cannot navigate to another slide until you zoom out. Tapping Next or Previous may play an animation on a slide rather than navigate to another slide.

DIRECT VIDEO OUT

Direct Video Out allows you to display your device's screen on a TV or projector. PAL and NTSC formats are supported.

To connect the device to an external display

1. Plug the direct video out cable into mini USB connector of the device.

2. Plug the other end into your TV or projector, matching the colors on the plugs to the colors of the sockets.

To enable the display:

1. Tap 🎛 Start> Settings > System > TV out

2. In the Resolution tab, choose either NTSC or PAL according to your region's local television format.

3. Go to Mode > Enable.
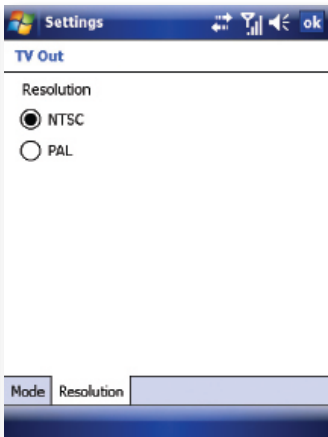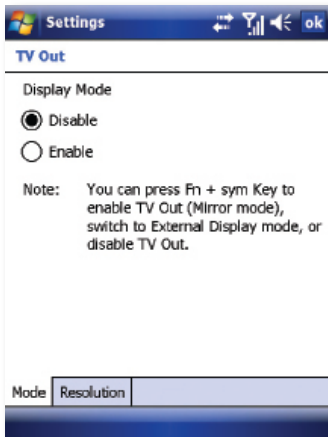
To Disable TV Out

1. On the Today screen, tap 🎨 Start > Settings > System tab > TV Out.
2. On the display mode Settings screen, choose disable from the Display Mode list.
3. Turn off the external viewing device and then unplug the video/audio cord.
4. Disconnect cable.

To Enable TV Out

1. On the Today screen, tap 🎨 Start > Settings > System tab > TV Out.
2. On the display mode Settings screen, choose Enable.
3. Tap OK.

You can toggle the display mode by pressing Fn + sym keys.

NOTE: Audio output is supported.

SATELLITE NAVIGATION SYSTEM

The Global Positioning System (GPS)

Your i-mate Ultimate 8502 device uses the worldwide Global Positioning System (GPS). Accessing signals from a constellation of at least twenty-four medium Earth orbit satellites, the GPS receiver built into your device obtains data from which navigation software can determine the receiver's location, speed, direction, and time. To use the capabilities, you need to add some navigation software and maps.

Navigation Applications

You are not restricted to one type of satnav software. You can choose from a wide range of third-party navigation applications written to run on Windows Mobile 6 Professional.

The following are examples of commercially available programs:

GPS Suppliers	Website
CoPilot Live	www.alk.eu.com
Navigon MobileNavigator	www.navigon.com
Papago	www.matlastech.com
Route 66 Navigate	www.66.com
TomTom Navigator	www.tomtom.com
Wayfinder Navigator	www.wayfinder.com

Some suppliers provide a trial version so that you can check compatibility and assess whether you like the functionality and maps offered before committing to a purchase. i-mate does not endorse or guarantee compatibility of the programs mentioned and in addition new versions are likely to be released by third-party suppliers in the future which were not published at the time of writing.

Other navigation software is available and some are entirely free of charge. The functionality and map data is likely to be much more restricted in freeware but can be easily tried out on your device. Some navigation software can show you your personal location but does not offer turn-by-turn directions, for example.

At the time of writing, the following are a few examples of the satnav freeware available for various uses: Google Maps for Mobile, GPSGO, GPS4PPC and Microsoft Live Search for Windows Mobile.

Remember that you may incur data charges when downloading or uploading data over the cellular network. In particular, applications that download map data on demand may cause data transfer charges to be incurred, depending on your contract with your cellular service provider.

Details of further GPS solutions, covering specific regions, will be available at www.imate.com.

Memory capacity

If you wish to store large maps on the device, it is recommended that you purchase a 2GB microSD memory card. Alternatively, some route builder applications allow you to prepare a customized map for a journey on a desktop PC, in which case you can save space by exporting only your customized maps to the device. Some applications use remote mapping so you do not need to store the unused maps on your device – and that means you do not have to take any action to update these maps either.

Stamp your photographs with your GPS co-ordinates

In the integrated Camera application, you can switch on GPS Information if you would like the location at which photogaph is taken to be automatically stamped on each picture. With the still picture camera open, select the settings icon, scroll along to GPS and tap: On and stamp on the photo.

Configure the GPS receiver

The navigation application that you install will need to know either that it can communicate with the GPS receiver using a COM port number or by using an intermediate driver. When using a COM port number, it appears to the application effectively the same as being connected to an external GPS receiver – this is known as a virtual COM port.
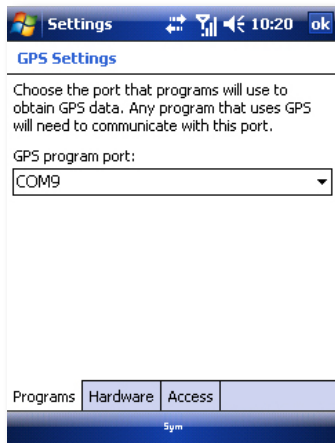
Since both methods of communicating the GPS data to the applications are supported, this provides compatibility with a wider range of third-party software.

1. In Wireless Manager, tap Menu > GPS Setting.

2. On the Programs tab, from the drop-down list select the GPS program port number that you want the operating system to use for communication with the GPS receiver.

· If the application can use the intermediate driver, select a port number starting with GPD. (TIP: If in doubt, it is recommended that you try this type of port first.)

· If the application must use a COM port, select a port number starting with COM.

3. The Hardware t ab is relevant only if using an external GPS receiver. If using the internal GPS receiver, do not worry about the settings on this tab.

4. On the Access tab, you can control whether or not the Windows Mobile 6 operating system applies extra measures to take care of managing access to the GPS device. Leave a checkmark in the Manage GPS automatically box unless you find that your application will not work with this setting.

External GPS receiver

You do not need to attach any external device in order to use the integrated GPS receiver. However, the operating system optionally supports the use of an external GPS attachment. If you wish to attach an external Bluetooth-enabled device, pair the device via Bluetooth and proceed with the configuration described above. In addition you need to configure the following settings on the Hardware tab:

· In Wireless Manager, Menu > GPS Setting > Hardware tab:

1. Select the GPS hardware port number to be used by the external GPS receiver from the drop-down list.
2. Choose a Baud rate which is compatible with the external GPS receiver. In general, for best performance, pick the highest baud rate from the drop-down list that is supported by the hardware. This is the speed at which the data is transferred between the devices.

Enable GPS

After completing the settings for the GPS function, enable the integrated GPS receiver as follows. However, if using an external GPS receiver, ensure that the internal receiver remains off.

1. Tap Start > Programs > Wireless Manager.
2. Tap the round GPS icon to turn the GPS receiver function on or off. The icon changes to a brighter color when the function is on.

NOTE: Turning on the GPS receiver increases the power consumption and reduces battery life. To extend battery life, it is recommended to switch off the GPS receiver except when you require to use it.

Configure your satnav application

Some applications will work with default settings without requiring any further configuration but others require some information about the port number to use. For example, if the application uses a COM port, it may need to be told the COM port number that you picked above so that it can communicate with the GPS receiver. This would typically be configured within the settings menu of the application itself. If the settings menu offers the option to allow the Windows Mobile operating system to manage the

settings, it is recommended that you try this before attempting manual configuration.

For more information on the settings and general operation of the navigation program, please refer to the help provided with the third-party application.

Guidelines for specific applications will also be made available on www.imate.com.