

Simon Says

"Here's How!"



Mobile Communications Made Simple

U S E R S M A N U A L

From **BELL SOUTH**
Designed by IBM

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Welcome

You now have total personal communications — including your cellular phone — in one small, hand-held, mobile device. Simon** has everything you need: cellular phone, fax, E-mail, pager, paperless notepad, address book, calendar, and calculator. And it's wireless! So it works where you work, goes where you go.

Simon's design lets you go from feature to feature smoothly, using the graphic symbols on the buttons and the messages on the display.

Buttons are the areas on the screen that you touch to start the features.

Simon has complete built-in help. Each time you need more information about a feature, just press



at the bottom of the screen.

Before you start using Simon, be sure to read "Introducing Simon" on page 7 and "Getting Started" on page 8, for useful information to help you get started. You may find it especially valuable to go through the tutorial, "Practicing with Simon" on page 19.

Before you continue, please take a few minutes to complete the Registration card. Return it to the address shown on the card.

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Safety Information

Important!

To prevent harm to you and damage to your equipment, read this section carefully. Some or all of these conditions might apply to your vehicle or the place where you use your Simon.

Safely Using Simon

Because Simon has cellular telephone features, you should know how to use cellular telephones safely. Although you can use Simon in a vehicle, do not operate Simon while you are driving. Drive your vehicle safely out of moving traffic, stop the vehicle, and then use your Simon.

Important!

Opening the Simon case will void all warranties.

Radio Waves

Cellular phones send out radio waves. These waves might interfere with the proper functioning of electronic control systems, such as electronic fuel-injection systems, electronic cruise-control systems, and particularly, electronic antiskid braking systems.

If your vehicle has any of the above systems, take your vehicle to an authorized mechanic who is trained in this type of system testing and have your vehicle tested. The mechanic should make sure that using Simon will not interfere with your car functions.

Radio Frequency Energy

This product complies with the U.S. Federal Communications Commission (FCC) electromagnetic-energy safety guideline for human exposure to radio-frequency energy. If you use this product as recommended, exposure will be below the limits recommended by the FCC. However, take the following precautions to avoid exposure to additional radio frequency energy.

- While Simon is on, do not hold it with the antenna contacting any exposed parts of your body, especially your eyes or face.
- Hold Simon as you hold the handset of a standard telephone. The antenna should be above your shoulder. Speak directly into the microphone.

Construction Areas

If you are in a construction area, obey signs concerning mobile-radio or phone transmission. If mobile-radio transmission is prohibited, turn phone power off. See "Phone Power" on page 28.

Turn phone power off if you are near blasting caps or if you are in an explosive atmosphere. Under some conditions, cellular phones (both incoming and outgoing calls) can interfere with blasting operations.

When you are out of the construction area, you can turn phone power on for your Simon.

Other Explosive Atmospheres

DO NOT USE Simon in mines, grain elevators, natural gas fields, or other explosive atmospheres.

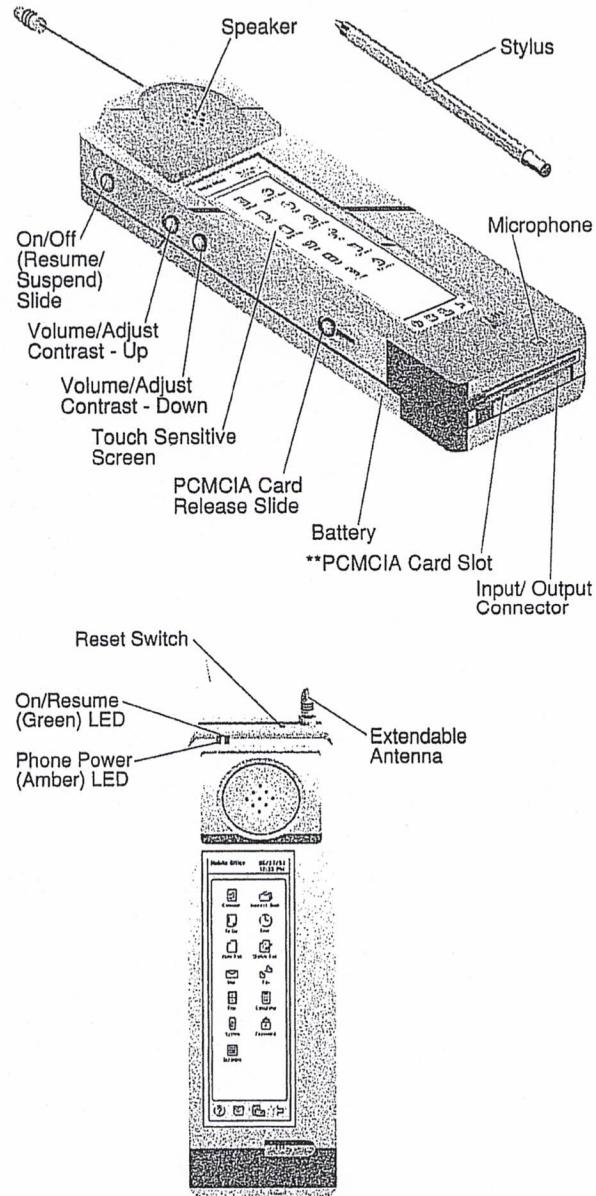
Care of Simon

Simon will provide you with high quality personal communication and organization features. However, like other electronic devices, it needs some care to make sure it works reliably, and doesn't lose the information you have saved or suffer permanent damage.

Be careful changing batteries!	It is best to charge your battery while attached to Simon (unless you are charging a second battery). If you must remove the battery, first turn off Simon's phone and suspend Simon. Otherwise, there is a good chance you will need to reset your Simon, and a slight chance that you might damage your phone or lose some of your saved information. To remove a battery: (1) Check the amber LED. If it's on, go to the main Phone screen and touch the Phone Power button. (2) Slide the On/Off switch to turn off (suspend) Simon. (3) Push down the battery release latch and slide the battery off.	Be careful when Simon's battery is off!	When you take off the battery, you expose gold battery contacts on the back of your Simon. If you put your Simon on a metal table or touch metal across these contacts, you might lose the information you have saved in your Simon. If you leave Simon for too long (more than two-and-a-half days) without a charged main battery, the internal backup battery will run out of energy, and you will lose your information.
Not too hot, not too cold!	Don't let Simon get too hot or too cold. For example, don't leave Simon for too long on your car's dashboard or in the trunk. When Simon is left in extreme temperatures outside of its normal operating temperature range of 32 to 104 degrees F, the screen might not work until it reaches the operating temperature. Also, Simon might lose the information you've saved if it is allowed to sit for an extended period of time in sub-freezing temperatures.	Keep a charged battery on Simon!	You should keep a charged main battery on Simon. If you aren't going to use your Simon for a long period of time, be sure the battery is fully charged. Better yet, leave Simon in its charger and plug it in.
		Consider an optional memory card.	Optional memory cards are useful for keeping a copy of the information you've saved in Simon. As you save more personal information in your Simon, you should think about getting one to protect yourself against the possibility of losing this information. It's easy to back up the information in Simon's system memory to a memory card. If you lose the information in your Simon and you have a backup, it will be easy to replace the information. (If you already have a memory card, remember to back up your system memory frequently.)
		If you must dial, don't drive!	As a passenger, you can easily use Simon in a car. But if you're the driver, get out of traffic and stop the car before you dial. It's safer.

Don't scratch the screen!	To protect your screen from scratches, use the stylus that came with Simon or your finger to touch the screen. Don't use ink pens or other sharp objects!
Don't get Simon wet!	However, if it does get wet, remove the main battery. Then let Simon and the battery dry for 24 hours. (Don't leave the main battery off for too long or you could lose the information saved in your Simon.)
Keep Simon clean.	To clean the screen, turn Simon off. Breathe on the screen and wipe it with a soft clean cloth. For stubborn spots, moisten the cloth with isopropyl or ethyl alcohol. Do not use water, ketone, or aromatic solvents.

Introducing Simon



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Getting Started

This section shows you how to install and charge the battery to turn on Simon, then directs you to more information, depending on how you are using Simon. You may find it especially valuable to go through the tutorial, "Practicing with Simon" on page 19.

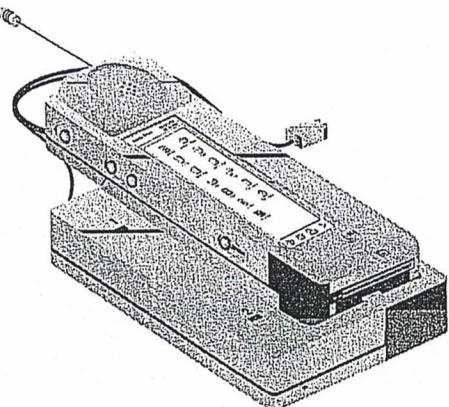
Important!

Before you use Simon for the first time, you must fully charge the battery (attached to Simon) for 14–16 hours. This conditions the main battery so it will work correctly and also charges the internal non-replaceable backup battery to prevent data loss. Your Simon might turn on automatically during this first charge. Don't worry about this. It will turn itself off automatically in a few minutes.

Charging the Battery the First Time

To charge the battery for the first time:

1. Place Simon, with the battery attached, in the battery charger.



It needs to charge for 14–16 hours to condition the battery. (This applies only to a battery's first charge. It takes about 45–90 minutes to recharge a battery.) You will see a flashing amber light for about two seconds and then a solid amber light (marked with the number 2) indicating the battery is charging. If the amber light keeps flashing and you know your battery

is hot or cold, just wait. Otherwise, try taking it out and putting it back in. If the light doesn't stop flashing, contact your service representative.

2. When the amber light changes to green, the battery is ready to use.
3. Remove Simon from the charger.

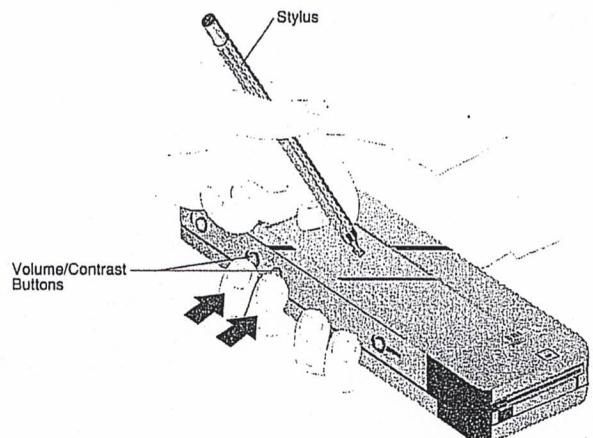
Setting Up Memory

Important!

After you've charged your battery, you need to set up memory to make sure your Simon will work properly. Do this before you use your Simon because it erases any information you have saved in your Simon.

To set up memory:

1. Press the reset switch. The reset switch is inside a small hole on the top of Simon (see "Introducing Simon" on page 7). You can press the switch using an object such as the end of a paper clip. When you press the switch, the screen goes blank.
2. Cradle Simon in your right hand and place the stylus in your left hand. When the hourglass appears, touch and hold it with the stylus. Then, while touching the hourglass, press and hold both volume/contrast buttons.



3. When Simon starts beeping, release the hourglass and the volume/contrast buttons. If you don't hear the beeps, repeat steps 1 and 2.

- When the main Phone screen appears with the "reset system time" pop-up, touch the OK button on the pop-up.

Recharging the Battery

To charge the battery after the first time, place Simon with the battery attached, or place only the battery if you have a charged spare battery to replace it, into the charger. After about 45 minutes to an hour and a half, the amber light (number 2) will change to green. (If the battery had a partial charge when you put it in the charger, the light might change to green in less time.) Remove Simon or the battery from the charger.

You can use Simon while it charges. However, if you use it *continuously* while it charges, the battery might not receive full charge in the usual 45—90 minute time period.

Removing the Battery

Important!

Turn off Simon's phone and suspend Simon before you remove the battery. Otherwise, there is a good chance that you will need to reset your Simon, and a slight chance that you could damage your phone or lose some of your saved information. (See "Solving Problems" on page 86)

- Check the phone power (amber) LED. If it's on, go to the main phone screen and touch the Phone Power button.
- Slide the On/Off (Resume/Suspend) switch to turn off (suspend) Simon. The green LED should be off.
- Push down the battery release latch and slide the battery off.

Caution!

Always keep a charged main battery on Simon. If you leave Simon for too long without main battery power, you will lose the data you have in Simon. Simon's internal non-replaceable backup battery will preserve data for about two-and-a-half days. When you attach a charged main battery, it charges the back-up battery. Even a low main battery may have enough charge to save Simon's data for awhile. If you follow the recommended battery charging practices, losing data should not be a problem. For further protection against data loss, see "Filer" on page 59.

Information About the Battery Pack

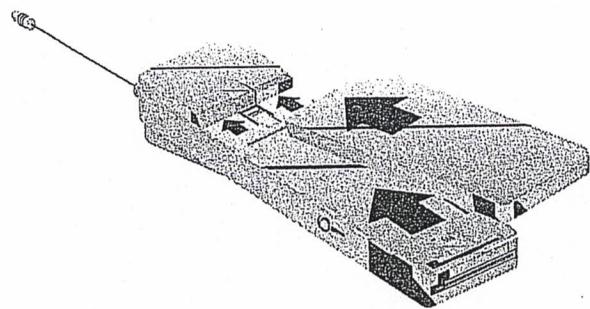
- The new battery pack *has no power*. To charge the battery pack follow the instructions "Charging the Battery the First Time" on page 8.
- The rechargeable battery contains nickel cadmium cells. Local laws or regulations may require special disposal or recycling. Please dispose of your batteries appropriately.
- You should only use Simon battery chargers to charge Simon's batteries. Other chargers might damage your battery.
- If the battery does not charge properly, check the contacts. Dirt on the charger or battery contacts can prevent proper charging.
- Using Simon within 10 to 40° C (50 to 104° F), will prolong your battery's life.
- If you store the battery at high temperatures (for example, in the car on a hot day), allow a few minutes for the battery to cool down before using it. Similarly, if you store the battery in a very cold place, allow it to warm up for a few minutes before using it.
- The battery contains protection devices that might activate if the battery is overcharged, or if the battery terminals are accidentally shorted. If the battery does not work, allow it to cool down and then try again.

- Store batteries in a cool and dry place, whenever possible, to maximize battery life. Do not use the battery if it gets wet.
- You must recharge the battery after long periods of storage. Depending on the time in storage, it may need up to four complete charge/discharge cycles for full capacity.
- Do not use the battery in explosive environments (mines, grain elevators, gas fields).
- Keep the battery away from loose metal (keys, coins) which can short the battery.

Installing the Battery

To install the battery:

1. Turn Simon over with the screen facing down.
2. Align the battery notches with the notches on Simon. The top of the battery should be even with the bottom of the arrows, and the battery should lie flat on Simon.
3. Slide the battery forward until you hear a slight click.



Turning Simon On and Off

Once you've charged the battery, your Simon is ready to use. This would be a good time to put Simon in the protective case. The case, in addition to giving protection, is also a good place to keep your stylus when you're not using it. To turn Simon on or off, slide the On/Off (Resume/Suspend) switch up and then release it. When you turn Simon "off," you are really suspending Simon. The screen goes blank and uses a lot less energy from the battery.

However, Simon is not completely off. You will not lose your data when you suspend (turn off) Simon.

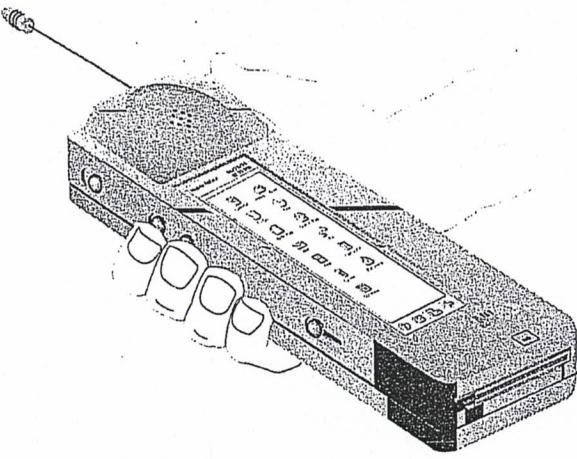
If you don't use Simon for five minutes, it automatically suspends (turns off). (You can increase this time using the System feature from the Mobile Office screen.)

When you are ready to use Simon again, check the green On/Resume LED. If it's on, just touch the screen anywhere to continue. Otherwise, slide the Resume/Suspend (On/Off) switch. The screen where you were working previously will reappear.

To save battery power, the backlight on the screen goes off after one minute if you don't touch the screen. Just touch the screen anywhere to turn the backlight back on. You can use the System feature from the Mobile Office screen to increase the time that the backlight will stay on before it turns off. Keep in mind, though, that increasing this time can decrease the length of time that your battery's charge will last.

Contrast Adjustment

Simon's LCD screen contrast may change when it gets hot or cold. If this happens, you can adjust your LCD contrast. There are two methods for adjusting screen contrast. You can touch the System icon on the Mobile Office screen, select Screen Settings, and move the contrast slider. Or, you can press and hold both volume buttons on the side of Simon, then release and press one button at a time. Press and release the volume-up button to increase the contrast, or the volume-down button to decrease the contrast. After you adjust contrast with this method, wait a few seconds before continuing to work with Simon.



You can touch buttons that have a solid border. You cannot use buttons that have a broken-line border. Buttons have a broken-line border when those features are not currently available.

On some screens, when you touch a feature's box, a \checkmark appears in the box. While the \checkmark is present, that feature is active. To remove the check, touch the box again.

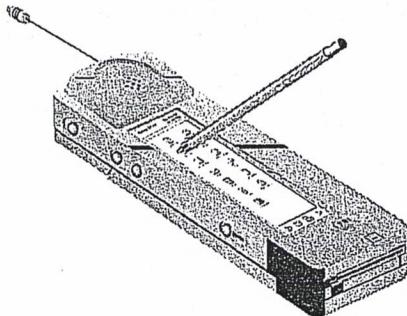
If the backlight turns off (saving battery power), just touch the screen to turn it back on.

Using Your Touch Sensitive Screen

Simon has a touch-sensitive screen. To enter numbers and letters, to select buttons, or to change screens, touch the desired feature (number, letter, button, or screen).

You can touch a feature using either the stylus that came with this product or your finger. Do not use a ball point pen tip to touch the screen. (From here on, the term *stylus*, can also mean your *finger*.) You can slide the stylus across the screen until the button you want highlights. Unless you've adjusted your sound settings, you will hear a soft, low pitched click when you highlight a button. Then lift the stylus to select that feature. When you select a feature, you will hear a soft, higher-pitched click.

Tip: Keep in mind that you select a feature when you release the button, not when you first touch it. Also, touching harder will not make it work better.



How Simon Works

Your Simon is a cellular phone with personal organization and communication features. The phone has a display that shows you the screens for the available features. The two main screens are

the Phone  screen and the Mobile Office  screen, and you can get to them at any time by touching their picture (icon) on the bottom of the display area. You can use the phone functions by touching the button for the desired feature on the Phone screen. You can use the personal organization and communication features by touching the appropriate icon on the Mobile Office screen.



The Phone screen



The Mobile Office screen

Note: You control Simon's main power and phone power separately. You turn the main power on and off using the Resume/Suspend button on the side of Simon. You turn the phone power on and off using the on-screen Phone Power button. To save battery power, you can keep your phone off while you work with the Mobile Office. You can also leave the phone on when you turn the main power off, if you want to be able to receive calls. When you turn the main power off with the phone power on, Simon

beeps twice quickly as a reminder that the phone power is on.

Using the Buttons

The buttons have three different shapes, depending on their type.



The button shaped like a rectangle is an action button.



The button shaped like a file folder contains a list of buttons.



The button with a clipped corner contains either text or a form.

There are four special icon buttons that are at the bottom of every screen. The icons are:



- Help** Touch this icon to get information about how to use features on the current screen.



- Phone** If the phone rings, touch this icon to answer. (If you have not already extended the antenna, gently extend it as far as it will go to get the strongest possible cellular signal.) Touch this icon any other time to go to the main Phone screen.



- Mobile Office** Touch this icon to go directly to the Mobile Office screen. From the Mobile Office screen you can select advanced communication features (Fax and Mail), personal organization features (Address Book, Calendar for appointments, To-Do list), special Simon features (System, Filer, Password), and other helpful tools (Time, Calculator, Sketch Pad, Note Pad).



- Back** Touch this icon to back up through the last nine screens that you were on. (The Back Arrow will not back through pop-up messages.) If you back up more than that, you go to the main Phone screen. For efficiency in backing, touching the Back Arrow never shows the Mobile Office. To go directly to the Mobile Office, touch its icon. For example, suppose you are working with your calendar and the phone rings. Touch the Phone icon to answer. After you end the call, touch the Back Arrow to return to your work in the calendar.

Practicing with Simon

Now that you have a fully charged battery installed in Simon, slide the On/Off (Resume/Suspend) switch to resume. You will see the green LED light on Simon. If you don't touch the screen for one minute, you will notice that the backlight will shut itself off. Don't worry, Simon is just trying to save your battery. To get the backlight back on, just touch the screen.

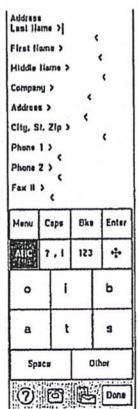
To make your first phone call with Simon, follow these steps:

1. Touch the Phone icon at the bottom of the screen to go to the main Phone screen.
2. Adjust the antenna by gently extending it straight out as far as it will go.
3. If the Phone Power (amber) LED is on, go to step 5.
4. Touch the on-screen Phone Power button and you will see the amber LED light, indicating that phone power is on.
5. Touch each of the numbers for the phone number that you want to call.
6. Touch the Send button. When you touch Send, the phone dials the number you entered. The In-Call screen will appear.
7. To end the call or hang up the phone, just touch End.
8. To receive calls, leave the phone's power on with the antenna extended. Otherwise, touch Phone Power to turn it off and gently push the antenna back into Simon.

The next practice session will take you through entering information into the Address Book. This will help you learn how to complete Simon forms. Refer to "Adding Entries to the Address Book" on page 46 to see the flow from screen to screen.

1. Touch the Mobile Office icon. The Mobile Office screen will appear.
2. Touch Address Book to work with the Address Book feature.

- Because you don't have any address books in your Simon yet, a pop-up will appear. Touch the Create button to create the basic Simon address book.
- Touch New Entry. An Address Book form will appear in the upper half of the screen. The PredictaKey® keyboard appears in the lower half.



- Learn about PredictaKey.

Simon has three keyboards that you can use to enter information: PredictaKey, a numeric keypad, and a standard keyboard. You can choose the keyboard that you like by touching the Menu button on any keyboard. Then touch the Keyboards button, and make your selection. For more information, see "Using Keyboards" on page 80. For this practice, try using PredictaKey, developed especially to make typing easy on Simon.

The PredictaKey keyboard always shows the six most-likely letters that you need, depending on the characters you've just typed. If you don't see the letter you need, touch the Other button, and you will see the next most-likely letters. If you type a letter accidentally, backspace with the Bks key.

To type one capital letter, touch Caps once. For Caps lock, touch Caps again. To unlock Caps, touch Caps one more time. For punctuation, touch the punctuation (?,!)

A second touch will lock it. For numbers, touch the number (123) button. It locks automatically. To type letters again, touch the letters (ABC) button.

To move to the next field in a form, touch Enter. You can also move the cursor (the vertical line that shows where typed letters will appear) directly by touching the screen with the stylus where you want to type. If you touch a field name, the cursor will appear in the first typing position for that field.

For this exercise type the last name of Smith. The cursor should be at Last Name>. If it isn't, touch Last Name to move the cursor there. Touch Caps, S, Other button, m, i, t, h, and Enter. Then type the first name of Simon. Touch Caps, S, i, m, o, and n. To enter a phone number of 555-1234, touch Phone1 (the cursor will jump to Phone1 in the form), (123) button, 555-1234, and Done. Select the Home button from the pop-up that lists phone number labels.

- Now you see the information in the new entry. Notice that the options that are available to you are in boxes with solid lines and the options that are not available at this time have a broken line border. From this screen you can change or erase the entry. You can touch the Dial Home button to place a call. You have completed your first Simon form. Most of the other features in Simon work this same way.
- Touch Erase to erase this entry. Touch OK.
- Touch the Mobile Office icon or the Phone icon to leave the Address Book.

* Trademark of the IBM Corporation.

What To Do Next

The following table can help you quickly find the information you want next. Go to the page shown for complete information on that topic. If you haven't set the time and date yet, you should do that next. See "Time" on page 77.

For Information On	See page
Phone	23
Mobile office	43
Address book	43
Calculator	50
Calendar	50
Fax	52
Filer	59
Keyboards	80
Mail	63
Note pad	70
Password security	72
Scramble	73
Sketch pad	73
System features	76
Time	77
To Do	78

Simon Features

The following is a descriptive list of Simon's features. To help you learn about the features, some of Simon's screens are shown after each major topic. They show what happens when you touch certain features.

Phone

Simon's cellular phone, as all cellular phones, uses two-way radio communications controlled by a cellular system. The current conditions (both atmospheric and geographic) can affect the quality of your connection.

Note: To place or receive calls, you must gently extend the antenna straight out as far as it will go.

Cellular phones are different from the standard "corded" phones with which you are familiar. Note that you don't hear a "dial tone" when you turn on your phone. Also, there might be times when you or the party to whom you are talking experience static, noise or occasionally a "dropped" or disconnected call.

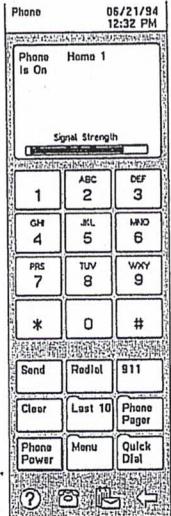
When you experience these problems, your Simon might or might not be working correctly. The cellular system that you are using could be the cause for problems in operation. If you experience problems frequently, contact the dealer where you purchased your Simon or your cellular carrier.

The phone  feature lets you use Simon like a standard cellular phone. When you are at the Phone screen, you can use your cellular phone to send and receive phone calls. When you are in

another application, simply touch the  at the bottom of the screen to return to the Phone screen for placing a telephone call. If the phone rings,

touch the  to answer. While you are in a call, you can adjust the phone's volume with the volume adjust buttons on the side of your Simon. The phone must be on to send or receive calls. Touch Phone Power to turn the phone on. The amber

LED comes on, and the message in the upper left corner of the status window changes from "Phone is Off" to "Phone is On".



To turn off the phone, touch Phone Power again. The amber LED goes off, and the status message changes to "Phone is Off."

911

In an emergency just one touch of the 911 button is all you need. The call will start with no other action on your part. If you touch 911 by accident, it's easy to cancel with the large Cancel Emergency Call button. You can change this setting to any emergency number you wish. To do this, touch Menu on the main Phone screen, then touch Phone Settings. Touch Emergency Number, then touch and hold the Clear button to erase 911. Finally, enter the new emergency number and touch the OK button. The phone settings screen will appear, showing the new number in the Emergency Number button.

Answer with Any Key

This feature makes it easier to answer your phone when you are on the main Phone screen. All you have to do to answer is touch any key on the main Phone screen or Mobile Office screen. To set this feature, touch Menu, then Phone Settings, and then touch Answer with Any Key to check it. See "Phone Settings" on page 36.

Area Code

This feature lets you change your preset area code. When you dial seven digits and you are roaming, your phone automatically adds the area code to the phone number. See "Roaming Preference" on page 30. (For more information on roaming, see the booklet you received from your cellular system provider.) To change the area code, touch Menu, then Roaming Preference, and then the Area Code button. Use the special phone number pad to change the area code. See "Setting Up Roaming" on page 40.

Answer Automatically

To set the automatic answer feature, touch Menu, then Phone Settings. When you set the Answer Automatically feature, the phone will answer automatically after 10 seconds. Just pick up the phone and begin speaking; Simon takes you to the In-Call screen.

Call Talk Time

The Call Talk Time feature shows you how long your call lasts in minutes and seconds. To set this feature, touch Menu, then Time in Use, then Display Call Time. After you set this feature, the call talk time will appear in the status window of the In-Call screen.

Call Timers

Your phone has a number of call timers that help you keep track of the time you spend talking on your cellular telephone. The timers include your last call time, total call time, time in calls you originated, time in calls you received, time you spent in calls while roaming, and the operation time (the total amount of time you've spent in calls). You can reset all the timers, except the operation time, to zero by touching the Reset Call Timers button on the Timers screen. To review or reset your call timers, touch Menu and then Time in Use to see the Timers screen. See "Setting Phone Timers" on page 41.

Clear

The Clear button erases previously entered characters, one at a time, like the backspace key on

the standard keyboard. If you touch and hold the Clear button, it will repeat.

Code

This button appears on the In-Call screen if you have set up a special code. (See "Set Up Special Code" on page 31.) A special code could be a PIN number, voice-mail password, long-distance service charge number, or any other sequence of numbers that you need frequently when you are in a call to an automated phone system. To send the code, just touch the Code button.

In-Call Screen

The In-Call screen appears when you place a call. (You place a call by entering the phone number and touching the Send button.) When you want to hang-up, touch the End key to end the call. To adjust the speaker volume during a call, use the volume adjust buttons on the side of the phone.

Last 10

The Last 10 feature provides a list of the last 10 phone numbers you called. The most recent number is at the top of the list. You can touch any number on the list to place a call.

Mark to Dial

You can mark telephone numbers in notes and forms by touching the screen, sliding your stylus to adjust the cursor position, pausing a moment (until you hear a short beep), then sliding your stylus again. As you slide your stylus, the number highlights. When you've marked the number you want, lift your stylus from the screen. A pop-up menu appears. To dial, select Dial from the menu. The In-Call screen will appear as the Phone feature places the call. For example, this can be useful if someone sends you a phone number in an electronic mail message. Just mark it and dial. If the text you've marked contains letters, they change to their associated numbers from the phone pad. The phone ignores Q, Z, and all other spaces or punctuation when you mark to dial.

Menu

The Phone Menu lets you set sound settings, set phone settings, set roaming preferences, review time in use, and review the status monitor.

Mute

Use the mute feature (on the In-Call screen) to turn off the sound to the microphone so that the party on the other end of the line cannot hear your conversation. A "Mute" message will appear in the upper right hand corner of the display and the Mute button will change to Unmute. To turn the microphone back on, touch the Unmute button.

One Minute Beep

This feature helps you keep track of how much time you spend in a call. The first beep happens when you have been in a call for 50 seconds, then at one-minute intervals. If you end a call within 10 seconds after you hear the beep, you can avoid the charge for an additional minute of cellular time. To set this feature, touch Menu, then Time in Use, and then touch One Minute Beep to check it. See "Setting Phone Timers" on page 41.

Phone Pager

The Phone Pager feature allows callers to leave a telephone number. The Pager feature shows the last nine phone numbers left by callers. To set this feature, touch Menu, then Phone Settings, then check Accept Pages. See "Phone Settings" on page 36.

Note: When you check Accept Pages, Answer Automatically also receives a check. They must both be active to receive pages.

When a caller places a call to you, the caller hears a few rings followed by three beeps. The caller should touch the pound (#) sign, enter a phone number, touch the pound (#) sign again, and hang up. When the Page arrives, Simon beeps, and the border around the Phone Pager button darkens to let you know a new Page has arrived.

When possible, let callers know what to do when they reach the pager instead of your voice.

To answer the phone before the phone pager answers, touch the Answer button or the Phone icon

before the second ring. If the pager answers but you want to interrupt it to speak to the caller, touch the Unmute button and begin speaking.

To return a call, touch the Phone Pager button. The list of the last nine pages appears with the newest at the top. To dial the number, just touch the button you want.

Phone Power

This button, when touched, turns the phone on or off. When the phone is on, the amber LED is on, and the status window on the main Phone screen says "Phone is On." When you turn off the phone from the main Phone screen, the amber light goes off and the status window message changes to "Phone is Off." If you turn off the phone from the In-Call screen, a pop-up will appear to make sure you want your phone off.

Note: You control Simon's main power and phone power separately. You turn the main power on and off using the Resume/Suspend button on the side of Simon. You turn the phone power on and off using the on-screen Phone Power button. To save battery power, you can keep your phone off while you work with the Mobile Office. You can also leave the phone on when you turn the main power off, if you want to be able to receive calls.

Phone Settings

The Phone Settings button takes you from the Phone Menu to the Phone Settings screen. From this screen, you can set your phone to answer automatically, retry automatically, answer with any key, accept pages, set Vox (voice activated transmitter), and change the emergency number.

Quick Dial

This feature lets you place calls quickly by touching Quick Dial and the button containing the desired number. You can program 16 frequently used numbers: eight on the first screen and another eight on a second screen. Touch the down arrow to see the second screen, and the up arrow to see the first screen.

Quick Dial phone numbers must be in the Address Book before you can put them in Quick Dial. To put a number in Quick Dial, touch any blank Quick Dial button. An instruction screen will appear. Touch OK after you read the instructions. Next, the Address Book index screen will appear. Touch the tab for the last name of the person you want in Quick Dial, and all the phone numbers for that letter will appear. Touch the button with the desired number, and that number will appear in Quick Dial.

To change a Quick Dial number, touch Add/Change, then the button you want to change. Follow the steps on the screen. To erase a Quick Dial number, touch Erase, then the button with the number you want to erase.

Redial

Touch the Redial button to call the last number dialed on the phone. This feature is useful when a number is busy the first time you try it.

Retry Automatically

This feature is convenient if you are in a busy cellular area. To set Retry Automatically, touch Menu, then Phone Settings, and then touch Retry Automatically to check it. When this feature is active and you place a call, the phone will try to connect to the cellular system every three seconds until it either places the call or tries 10 times. If the cellular system is busy for more than 30 seconds, you will need to redial. Keep in mind that this feature will keep trying to connect to a busy cellular system, but will not keep trying to call a busy phone number. See "Phone Settings" on page 36.

Note: When you set Retry Automatically, you will hear two beeps when you make the connection to the cellular system. If the cellular system is not busy, you will hear the beeps soon after you dial a phone number. If the cellular system is busy, it might take a while before you hear the beeps. Five or six seconds after the beeps, you will hear the other phone either ring or give a busy signal.

Ringer Tone/Volume

To adjust the ringer volume, touch Menu, then Sound Settings, and adjust the slider. You have three ringing tones that you can select: Standard, Bell, and Beeps. When you touch a Ringing Tone check box, you hear that tone at the current volume. Touch OK when you finish.

Roaming Preference

(For complete information on roaming, see the materials you received from your cellular system provider.) When you got your Simon, you subscribed to a cellular telephone service. Cellular telephone services cover only a certain area. If you use your phone outside of this area, you are "roaming."

Most areas have two cellular system providers (sometimes known as "A" and "B"). Your cellular service provider is your own system, and the other is the alternative system. You have five roaming preference choices.

Choice	Action
Prefer Own	You will start with your system, but will switch to the alternative if your system is busy. This applies to both home area use and roaming.
Prefer Alt	You will start with the alternative system, but will switch to your system if the alternative system is busy. This applies to both home area use and roaming.
Only Own	You will only use your system, both in your home area or roaming.
Only Alt	You will only use the alternative system, both in your home area or roaming.
Home Only	Your phone will have service only in your home area, using both own and alternative systems. You cannot roam.

Use the Roaming Preference feature to set your roaming preferences. Touch Menu, then Roaming Preferences to get to the Roaming screen. You can select a roaming preference, select which NAM (phone number) you want to use if you have more

than one, and set up your area code. (See "Area Code" on page 25.)

"NAM" is the cellular telephone term for your telephone's number. You can have as many as four NAMs in Simon, each for a different cellular area. This can be useful if you travel frequently among different cellular system areas. If you have more than one NAM, you can select the NAM you want, or you can check Auto NAM. (See the screens on "Setting Up Roaming" on page 40.) If you check Auto NAM, Simon will automatically switch to the right NAM for the current cellular area with a Home Only roaming preference. Setting Auto NAM cancels any other roaming preference or NAM selection.

Note: If you are in a cellular area for which you do not have a local NAM, Auto NAM will keep trying to switch to a local NAM, but will not be able to do so. If this happens, you will see No Svc in the status window, and you will not be able to send or receive calls. To send and receive calls, you will need to uncheck Auto NAM and be sure your roaming preference is either Prefer Alt. or Prefer Own.

Save Number

If you are talking to someone and you need to make a note of a phone number, use this feature. Touch the Save Number button on the In-Call screen. The Save Number button border darkens to show you've set it. Enter the phone number you want to save. Finally, touch the Save Number button again. The phone number is now at the top of the Last 10 list, and you can dial it later by touching the Last 10 button, then touching the button that contains the number.

Send

After you enter a phone number, touch Send to make the phone connection to the number you're calling.

Set Up Special Code

This feature lets you set up a Code button to appear on the In-Call screen. You can set up the Code button to send a special code, such as a PIN

number, voice-mail password, or long-distance service charge number. To set up the special code button, touch Menu, then Phone Settings, and then Set Up Special Code. See "Phone Settings" on page 36.

Note: Once the special code is entered it cannot be viewed (to protect the security of the code).

Speaker Volume

To adjust the speaker volume when you're in a call, use the volume-adjust buttons on the side of the phone.

Status Monitor

The Status Monitor lets you view certain types of phone status. Normally, you would view this screen only if directed to do so by your Service Representative. To view the Status Monitor, touch Menu and then touch Status Monitor.

Vox (Voice Activated Transmitter)

If you set Vox and your cellular system supports it, your battery will last longer. When Vox is on, your phone transmitter only works when you talk, saving power. To set Vox, touch Menu, then Phone Settings, and then touch Vox to check it. See "Phone Settings" on page 36.

Working with Automated Phone Services

More and more, you actually contact an automated phone service when you call many businesses. When this happens, you control the service by using the telephone's number pad to respond to the automated service's instructions. Simon offers a number of ways to make it easier to work with automated phone services.

Some examples of automated phone services are systems that accept an extension to connect you to a specific person in a business, long-distance companies that require you to enter an identification number to complete a long-distance call, and phone mail systems that require you to enter a password to pick up your messages.

Special Code Method: When you set up a special code, a Code button appears on your screen when you are in a call. To send the code to the automated phone service, just touch the Code button. This is the most convenient way to control an automated phone service, and your special code is secure. After you put it in your Simon, no one can see it. For instructions on how to set up a special code, see "Set Up Special Code" on page 31.

Address Book Method: You can set up a number in your Address Book that will both dial an automated phone service and send the dialing code that enters or controls the service (such as a password or other identification code). See "New Entry" on page 43 in the Address Book section for detailed instructions on creating new entries in your Address Book. When you type the entry's phone number, first type the service's phone number then some commas, then the dialing code. The commas cause a delay that gives the first number time to connect to the automated phone service before sending the dialing code. Each comma you type increases the length of the delay. The right number of commas depends on how quickly the automated phone service answers when you call, so you will probably need to experiment a little to find out how many commas you need. To start with, try ten commas. If that delay doesn't work, you can change the entry to add or remove commas. You can also adjust the number of commas if you run out of space in the phone number field (which can hold up to 32 numbers and commas). For example the entry 5551234,,,,,,,,,,3241#,3 starts a phone number, has 10 commas, a password that ends with #, a comma, and a 3 to select the third choice from the service's menu.

To call the service, you need to display the desired address book entry, then touch the button that you've set up to dial the service.

If the automated phone service doesn't answer the call in a consistent amount of time, you might not be able to put in a delay that will always work. If this is the case, you can create Address Book entries that contain two phone numbers. Use the first one to connect you to the automated phone service, and

the second to the dialing code that you need to enter to control the service.

To call the service, you need to display the address book entry that has the numbers you want to dial. First, touch the phone button that will dial the number to connect you to the automated phone service. The main Phone screen will appear as the number dials. Next, the In Call screen appears. From the In Call screen, touch the Back Arrow once to display the main Phone screen. Touch it a second time, and the address book entry will appear. When the automated phone system indicates that it is ready, touch the second phone button to send the code.

This isn't quite as convenient as the Special Code method, but you can put as many of these as you want in your Address Book.

Quick Dial Method: If you want to make it a little easier to use automated phone service codes that you have put in your Address Book, you can use the Quick Dial method. You can put up to 16 phone numbers in Quick Dial. Use the instructions on page 28 to copy numbers from your Address Book to Quick Dial.

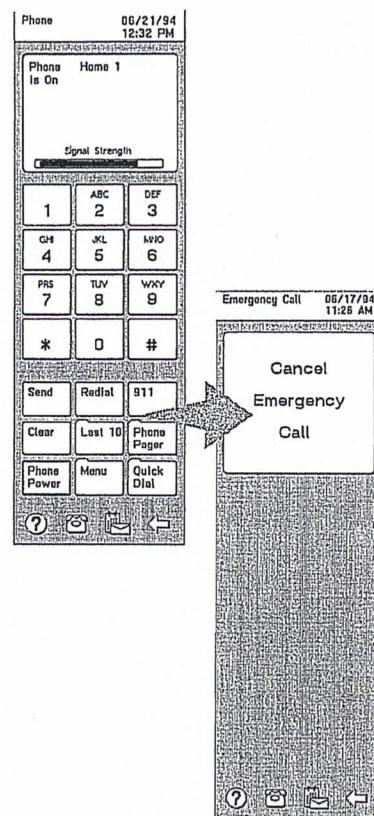
If you have both the service's phone number and the dialing code (separated by commas) on a single button, just touch that button to call the service.

If you have the connection number and the dialing code on separate buttons, touch the button for the first number (the one that connects you to the automated service). When the In Call screen appears, touch the Back Arrow once to display the main Phone screen. From the main Phone screen, touch the Quick Dial button. When the automated phone service indicates that it is ready, touch the second button to send the dialing code.

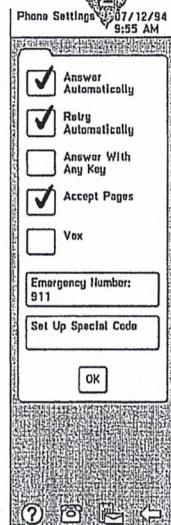
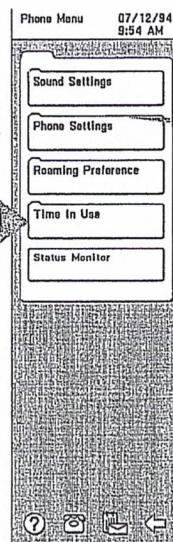
Keeping Your Codes Secure: Your Special Code is secure without any additional effort. Once you type it in, no one can see it. If you have put other special codes in your Address Book or Quick Dial, you should consider using Simon's Password feature to protect this information. You should create a password, and develop the habit of locking

your Simon before you turn it off. For instructions on creating and using a password, see page 72.

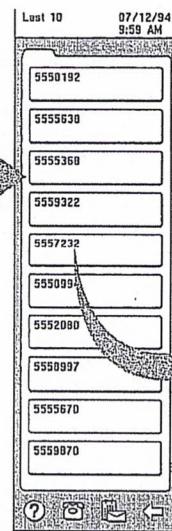
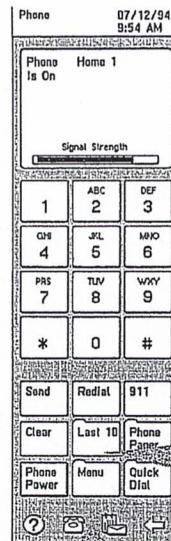
Emergency Dialing



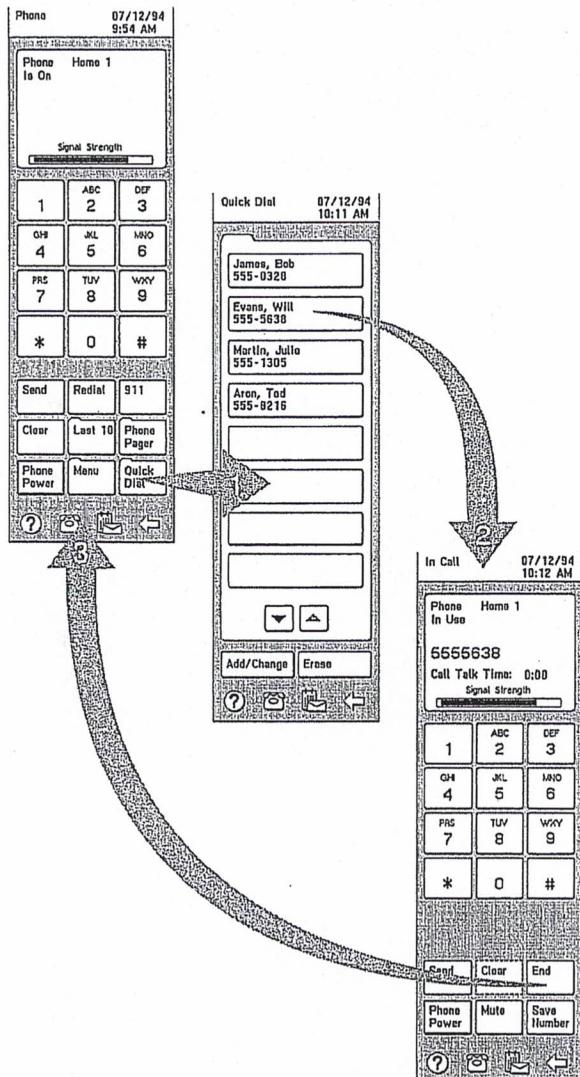
Phone Settings



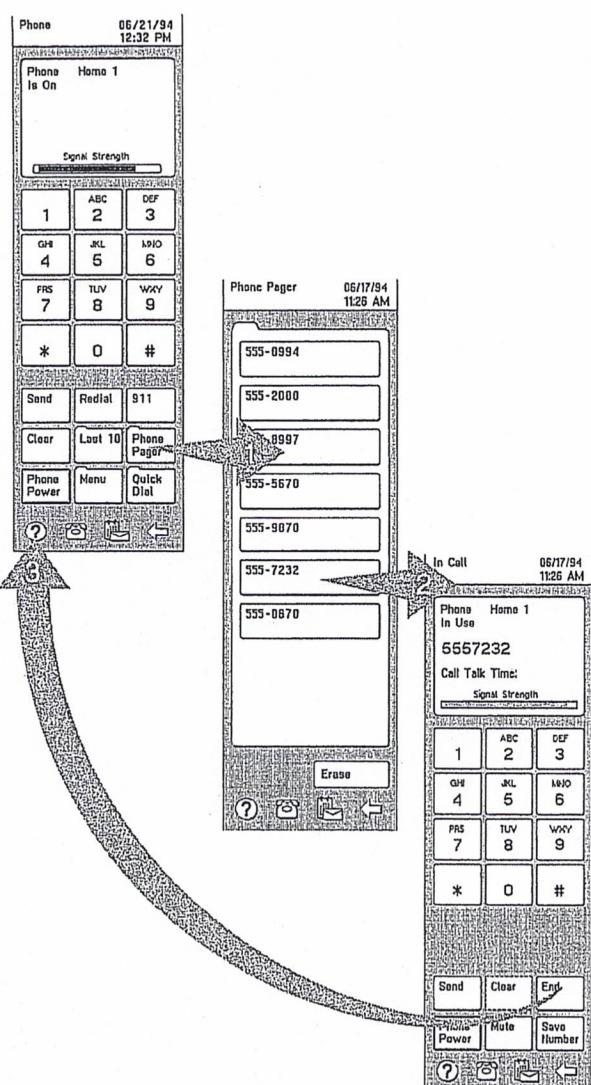
Last 10 Phone Use



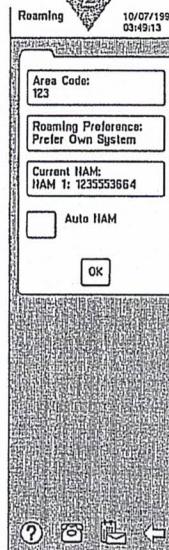
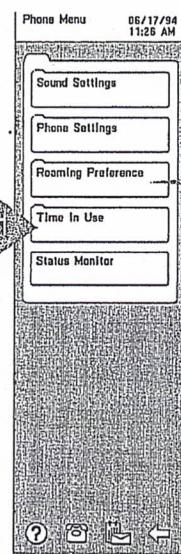
Quick Dial



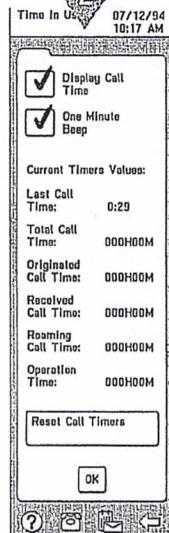
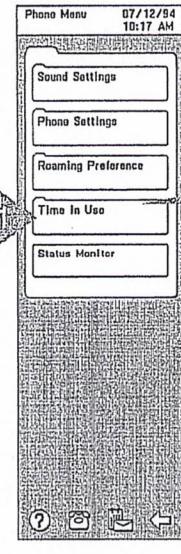
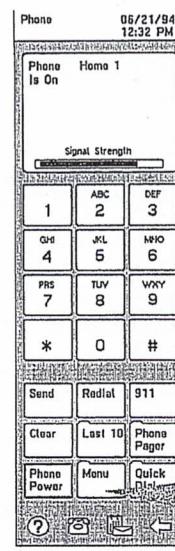
Phone Pager



Setting Up Roaming



Setting Phone Timers



NAM Programming: Do not use NAM programming unless instructed by your Service Representative. If you program your phone incorrectly, it will not work. Make sure the phone power is off. Then touch *#*626 (*#*NAM) and touch Send.



NAM Programming 10/07/1993
03:49:13

Number Of NAMs 1
To Program:

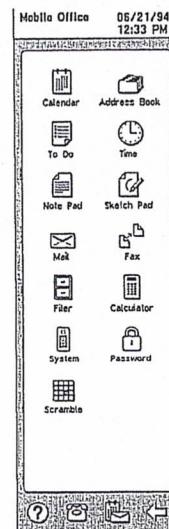
Phone Number: 4075559062
System ID: 00037
Local User: 1
Min Mark: 1
IPCH: 0333
ACCOLC: 02
GID Mark: 12
Roam Intc: 0
SID Lock Out: XXXXXX

1 2 3
4 5 6
7 8 9
Clear 0 Enter
? Done

Mobile Office

Use the Mobile Office screen to start the Address Book, Calculator, Calendar, Fax, Filer, Mail, Note Pad, Password, Sketch Pad, System, Time, To Do, and Scramble features.

You can get to the Mobile Office screen from any screen by touching . When the Mobile Office screen appears, select one of the features.



Once you select a feature and go to that screen, there will be other choices that you can make. If you need more information about those choices, you can touch .

Address Book

The Address Book provides a convenient place to store your list of names and phone numbers. The Address Book also has a Search feature to help you locate a number quickly, even if you can't remember the person's last name.

New Entry

To add information to the Address Book, touch New Entry. The on-screen keyboard and the Address Book form appear. You must enter a name (or other label) in the Last Name field. If you only have a company name, put that in the Last Name field.

Fill out all the other information in the form that you can, but it's OK if you leave some fields blank. Touch the Done button at the bottom of the screen when you've finished. See the screens on "Using the Address Book" on page 47. You may also want to review "Practicing with Simon" on page 19.

If you need the phone to pause when dialing a number, put a comma where you need the pause. You can put in as many commas as you need. This can be useful if you are dialing special numbers, such as extensions or codes to automated phone services. (See "Working with Automated Phone Services" on page 32.) For long distance numbers, be sure to include the area code. Depending on the cellular system you use, you might need to start long distance numbers with a 1. (If you expect to use the Standard Telephone Connection option to attach Simon to a wall jack, you must start long distance numbers with a 1.)

If you want to put more than two phone numbers and a fax number in the entry, type the extra numbers in a Notes field at the bottom of the form. You can use the Mark to Dial feature to call these numbers easily. See "Mark to Dial" on page 26.

Using the Index

The Index is the alphabetical arrangement of tabs on the main Address Book screen. The Address Book arranges entries by last names. When you touch a letter (A through Z), the entries for that letter appear. If a letter has no entries, a pop-up tells you. See the screens on "Adding Entries to the Address Book" on page 46. Most of the other Address Book screens have an Index button that you can touch to return immediately to the main Address Book screen.

Using an Entry

To see an entry, just touch its button in the entry list. The information in the entry will appear, along with a number of action buttons. These buttons provide one-touch dialing for phone numbers, the ability to change or erase the entry, the Search feature, and the New Entry feature. If you entered a fax number or cc:Mail electronic mail address, you can change to send a fax or an electronic mail

message. See the screens for "Using the Address Book" on page 47.

Search

When you touch Search, the "Search for" field and a keyboard appear. Use the keyboard to type the letters or numbers you want to search for in the Address Book, then touch the Done key.

Tip: You can enter a partial name and the Address Book will list all entries that contain those letters.

After the search finishes, all the entries that contain the "Search for" phrase appear in a list. (If no entries contain the "Search for" phrase, a pop-up will tell you.) You can use these entries just like those you get by touching a letter tab on the main Address Book screen. The only difference is that Restart and Cancel buttons replace the Search and New Entry buttons. Restart lets you start another search, and Cancel stops the current search. See "Searching an Address Book" on page 48.

Additional Address Books

You can work with additional address books by touching the Addr. Books button on the main Address Book screen. Before you create additional address books, keep in mind that you can use only one address book at a time.

When you touch Addr. Books, a screen appears that lists your address books, lets you create a new address book, and lets you choose to use address books in system memory or on a memory card.

To use a memory card, touch the Card Memory check box. To switch back to Simon's system memory, touch the System Memory check box. To change to an existing address book, touch its button in the address book list.

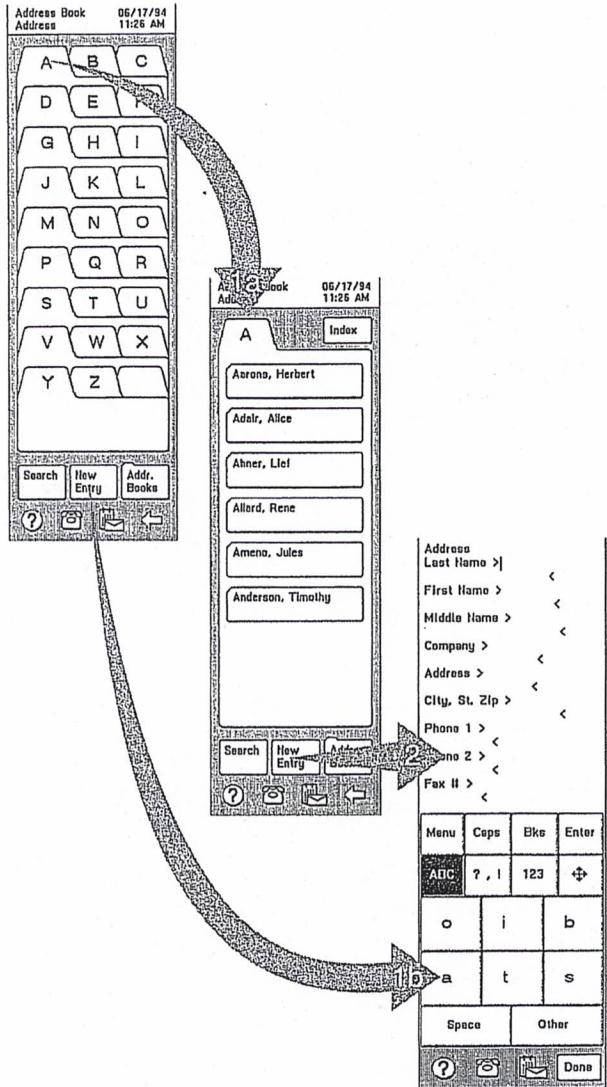
To create a new address book, touch the New Book button. A pop-up appears to let you choose to put the new book in system memory or on a memory card. Next, use the on-screen keyboard to type a name for the new book, then touch the Done key when finished. (An address book name can be any combination of up to 8 letters and numbers.) The main Address Book screen appears, and you are ready to make new entries for the new book. The

name of the current address book appears under the screen title (Address Book). If the current address book is on a memory card, a small symbol representing a memory card also appears on the address book title line.

Adding Entries to the Address Book



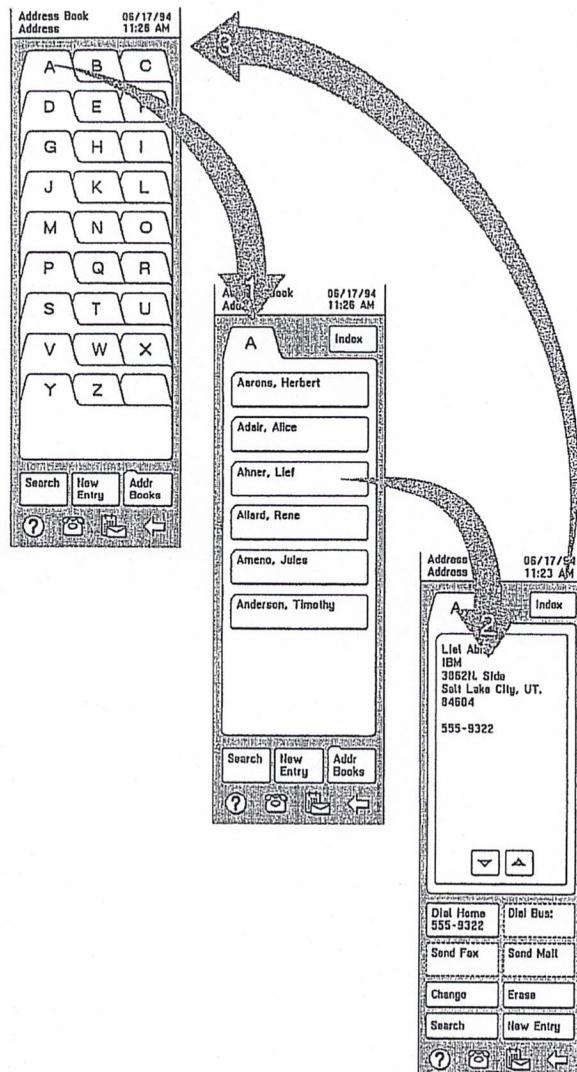
Address Book



Using the Address Book



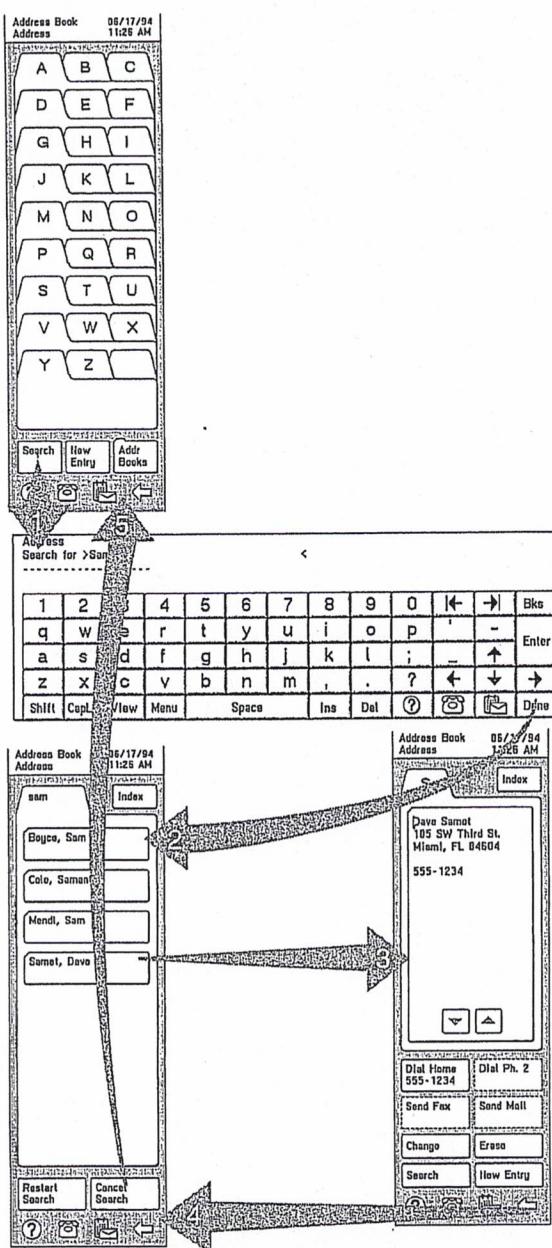
Address Book



Searching an Address Book



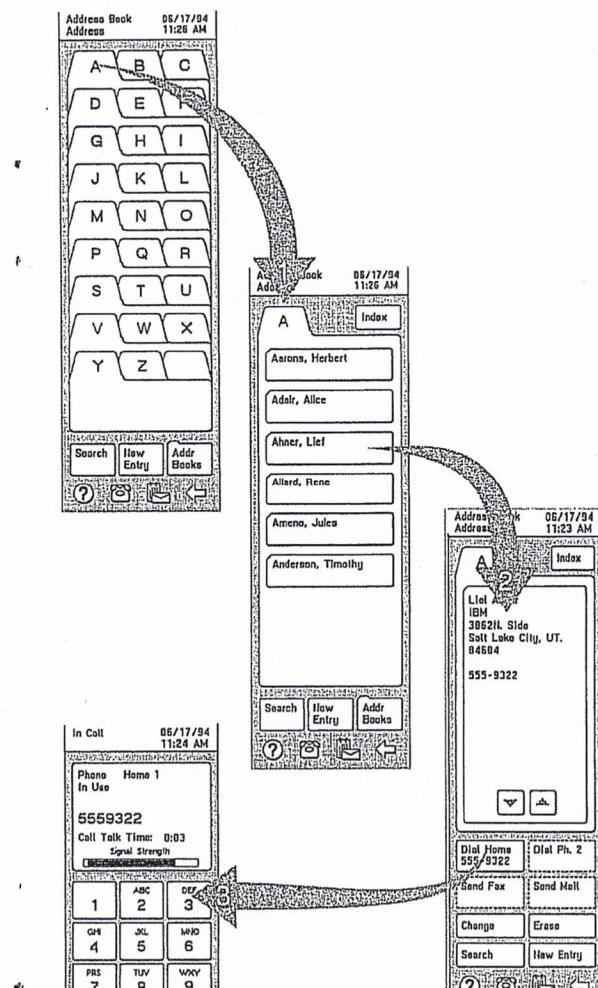
Address Book



Making a Phone Call From the Address Book



Address Book



Calculator

The calculator  is available from the Mobile Office screen. When you touch Menu, you get a choice of calculator types: standard, financial, conversion, and programmer.

Calendar

Use the Calendar to keep track of your daily appointments. When you start the Calendar feature, you see the current month with today's date in a box. (If the current date is not correct, use the Time feature to change it.) If you have any meetings that day, they appear as buttons below the calendar. From the main Calendar screen, you can create a new entry, go to a different date, switch to a 3-month calendar, use an existing entry, or go to your To Do list (see "To Do" on page 78).

New Entry

To add an appointment to the Calendar, touch New Entry. A form for selecting the date appears. This form has Today and Tomorrow buttons at the bottom for easily setting the date to today or tomorrow. Otherwise, touch the appropriate buttons to select the correct month, day, and year. Note that you can touch and hold arrow buttons to scroll quickly through the choices. When the date is correct, touch the OK button.

Next, a form appears for setting the time. If your meeting occurs on the hour between 8 a.m. and 5 p.m., you can touch one or more consecutive check boxes to set the meeting time, and then touch OK to continue. Otherwise, touch the Set Other Time button. If you do this, the Set Time screen appears to let you use arrow buttons to scroll the start and stop times. You can touch and hold an arrow button to scroll quickly through the times. You can touch AM to change it to PM, or PM to change it to AM. When the times are correct, touch the OK key to continue.

Next, the calendar form and the on-screen keyboard appear, ready for you to type in the Subject field. (If you're not sure how to complete a form, review "Practicing with Simon" on page 19.) Choose your

subject so it is meaningful to you, because it will appear along with the start and stop times in the entry's button when you review your day's entries. In the Notes field, type any additional information you will need, such as where the meeting will take place. (If you type a phone number in the Notes field, you can use the Mark to Dial feature to call the number easily. See "Mark to Dial" on page 26.) If you do not want to set an alarm or repeat the meeting, touch the Done key now.

Setting an Alarm

If you want Simon to alert you before you are due for a meeting, you can enter a lead time (in minutes) in the Alarm field, which appears just above the Subject field. (You can touch the word Alarm, and the cursor will move to the correct typing position.) For example, if you enter 30 in this field, Simon will beep (three short beeps) 30 minutes before the meeting starts and provide a pop-up with all the meeting information. The lead-time limit is 99 minutes. 0 means no alarm.

Repeating Meetings

If this is a meeting that will occur regularly over a period of time, you can indicate this with a one-letter code in the Repeat Type field. You can repeat meetings (W)eekly, (M)onthly, or (Y)early. Weekly meetings will repeat on the same day of each week for a maximum of 52 weeks, monthly meetings will repeat on the same date of each month for a maximum of 12 months, and yearly meetings will repeat on the same month and date for each year for a maximum of 10 years. If a repeating date is not possible in a month, the meeting will repeat on the closest possible date. For example, a repeating monthly meeting set on January 31 will repeat on February 28 (February 29 in leap years). After you select repeat type, you need to enter the number of times to repeat the meeting in the Number of Repeats field. If you enter a number larger than the maximum for that type, the meeting will repeat the maximum allowed number of times.

Tip: Setting yearly "meetings" is a handy way to keep track of birthdays and anniversaries. To use them as reminders, put them in your calendar a week before they happen.

Changing Dates and Using the 3-Month View

To go to a different date in the displayed month, just touch the date on the calendar. If the date you want is within the next three months, touch the 3 Month button, then touch the desired date. If you want to view a date from a past month, or one more than three months in the future, touch the date button (the button that contains the month and year) that appears above the calendar. A screen appears that lets you select the date to view.

Using an Entry

To see an entry, just touch its button in the entry list. The information in the entry will appear, along with three action buttons. Use these action buttons to erase or change the current entry, or to create a new entry.

Going Directly to the To Do List

In addition to the Calendar, Simon has a To Do feature. Use the calendar to keep track of your daily commitments. Use the To Do feature to keep track of the other things you need to do and their due dates. After you view your daily appointments, you can go directly to your To Do list by touching the To Do button. For more information, see "To Do" on page 78.

Note: To help you manage Simon's system memory, the Calendar feature automatically erases calendar entries that are more than a month old.

Fax

With the Fax feature, you can receive, create, view and send faxes. For example, you can write on (annotate) a received fax, then send it somewhere else. If you need a paper copy, just send it to a nearby fax machine.

Note: The first time you start the Fax feature, you will see a pop-up asking you to type your name. Touch OK on the pop-up, then type your name using the keyboard that appears. After you type your name, touch the Done key at the lower right corner of the keyboard to continue.

Managing Faxes

Using check boxes, you can store your faxes either on the system memory of Simon or on an optional memory card. After you read and work with your faxes, erase them as soon as possible or copy them to an optional memory card (see the "Filer" on page 59). Most faxes use a large amount of memory, so the more faxes you keep in your Simon, the less memory you have for other applications, such as Address Book and Calendar. If you have an optional memory card, receive your faxes on it rather than using Simon's memory.

Setting Up the Fax Feature

To set Simon up for faxing, touch the Settings button on the main Fax screen, and the Fax Settings screen will appear. This screen contains six setting buttons, two check boxes, and a Use Defaults button at the bottom of the screen. If you ever want to return the Fax feature to its factory settings, just touch the Use Defaults button. To put information into or change the setting of a button, touch that button and follow the on-screen directions. The first time you enter Fax, it will ask you to type your name, touch OK.

The first two settings buttons are for your name and fax number. The third button is for the fax quality, with a factory setting of Standard. This setting is for your information — you cannot change it. If someone sends you a fine-quality fax, Simon will receive it as standard. All faxes that Simon sends are standard quality. (Standard-quality faxes look good, and use only half the system memory that fine-quality faxes would require.)

The fourth button is for fax speed, which has a factory setting of 9600 bps. As your Simon tries to connect to a fax machine, it tries the selected fax speed first, then tries lower speeds until it connects. Normally, you get your best performance by using the factory setting.

Busy Retries sets up the number of times that Simon will try to call a busy fax machine. The factory setting is three times, but you can change it to one or five times. Retry Delay is the amount of time Simon will wait to try to call the busy fax machine between tries. The factory setting is one

minute, but you can change it to five or 10 minutes. (If Simon's suspend timeout is five minutes and you set the retry delay for 10 minutes, the delay will actually be five minutes. For more information see "The Suspend Timeout" on page 76.)

If you want to send a cover page with the faxes you send, touch the Cover Page box to put a check in it. To listen to the modems during a transmission, touch Modem Speaker On to check it.

After you have completed the settings, touch the OK key.

See "Setting Up Fax" on page 58.

Receiving Faxes

Note: If you use a call-waiting feature with your phone, you should disable it before receiving or sending faxes to make sure that an incoming call doesn't interrupt the transmission.

First, make sure your memory selection (System or Card) is correct. If possible, receive faxes to an optional memory card. Otherwise, you can receive them to Simon if you have enough memory.

Note: Simon memory cards can receive faxes directly. Other memory cards might not be fast enough.

When you touch the Receive Fax button on the main Fax screen, the Checking Signal Strength window appears. This screen shows your phone's current cellular signal strength. All cellular phones use two-way radio communications controlled by a cellular system. The current conditions (both atmospheric and geographic) can affect the strength of your connection. This is especially true when you are traveling.

When you transmit a large amount of data (for example, a fax or electronic mail), you need an acceptable signal strength to make sure you do not lose your cellular connection and to keep the transmission error-free.

For best transmission results, leave the antenna fully extended and vertical. Check the signal strength indicator to make sure it is acceptable. If it

is not acceptable, move your phone around and watch the indicator. Sometimes a small movement can have a large effect on the signal strength. Once you have an acceptable signal strength, touch the OK button. When the transmission starts, try to keep Simon upright and still until the transmission ends.

Next, the Receiving Fax status window appears. Keep in mind that touching the Receive Fax button turns Simon into a small wireless fax machine. While you wait for a fax, you can't do anything else with Simon except cancel by touching the Back Arrow. (The Back Arrow might not work for the first few seconds. If this happens, just try again.) While you receive the fax, look at the status window occasionally. The messages in the status window will keep you informed about whether you are receiving or have received the fax.

Note: If the Phone rings while you're working with Simon, touch the Phone icon to answer. If it's a fax call, you'll hear nothing. Touch the Mobile Office icon, the Fax icon, then Receive Fax. You have about 30 seconds to do this before the calling fax machine hangs up.

Viewing and Working with Faxes

To look at a fax, touch the View Fax button on the main Fax screen. The list of faxes appears. To view a fax from this list, just touch its button. The next screen shows a set of page buttons, one for each page in the fax. When you touch one of these buttons, the fax page appears in the display, with a set of tools and buttons below it.

Note: To make it easier to view faxes, they appear rotated (landscape orientation) in the viewing area. The upper left part of the fax appears first. You can return to this point of the fax at any time by touching the Home button.

The Pencil tool is active, indicated by a box around it. When the Pencil is active, you can draw or write on the fax with your stylus. To erase lines with the stylus, touch the Eraser tool. Keep in mind that the Eraser tool will erase both new lines and the lines that were in the fax when you received it. If the fax is too small to read, touch the Zoom tool.

(magnifying glass). The current zoom level appears in the upper left corner of the screen. At Most Detailed, lines drawn on Simon will be smaller on paper, and at Reduced or Most Reduced, they will be larger. You are looking at a fax through a small display. If you need to move the fax, touch the Pan tool (the symbol with four arrow heads). When the Pan tool is active, touch the screen, and a small box will appear. Slide your stylus across the screen in the direction you want to drag the fax. After you lift your stylus from the screen, the fax will move the same distance and direction that you slid your stylus.

If you want to save your work with the fax, touch the Save button. Otherwise, touch the Menu button. The choices you have from the menu are (1) Erase the fax, (2) Quit without saving any changes or annotations, (3) Save the fax as is, with changes and annotations, or (4) Rename the fax. (When you Rename a fax, you save it without changes with the new name.) When you receive a fax, it automatically receives a name based on how many other faxes are stored on Simon. If you plan to keep a fax for a while, it might be handy to rename it.

Creating a New Fax

To create a fax, touch the Create New Fax button. A pop-up will appear that offers you three choices. To start the Sketch Pad, touch the In Sketch Pad button. To start the Note Pad touch the In Note Pad button. (You can easily fax any sketches or notes that you create.) To create a full-page fax, touch its button.

Creating a full-page fax is very similar to working with an existing fax, except you start with a blank screen. The tools and buttons are the same, but the zoom level starts at Most Detailed to make it easier to draw details and to provide the best system performance.

Because you are working on a full-size page with a small display (with landscape orientation), it can be tricky to create a new full-page fax. If you do not need a full-size page, keep in mind that it is easy to fax sketches using the Sketch Pad feature or to fax typed notes using the Note Pad feature.

Sending Faxes

To send a fax, touch the Send Fax button on the main Fax screen. The list of faxes available to send will appear. Touch the one you want to send. If the fax has more than one page, you have the option to send all pages or selected pages. If you choose to send selected pages, then a list of buttons will appear, one for each page of the selected fax. Touch the pages that you want to send, and they will highlight. If you change your mind about a page, just touch it again. After you've selected the pages you want to send, touch the OK key. On the next screen, you choose to either select a fax number from your Address Book or type the recipient's name and fax number.

To get a fax number from the Address Book, touch the From Address Book button. The Address Book alphabetical index screen will appear. Touch the letter tab for the last name of the recipient, then touch the recipient's button. The Send To form appears with the selected information in the fields. If the information looks correct, touch the Done key to continue.

If the recipient isn't in your Address Book, touch the Type Name & Fax # button. The Send To form appears with the fields blank. Type the recipient's name and fax number, then touch the Done key.

After you provide a name and fax number, the fax feature prepares the image for faxing. Next, the Checking Signal Strength window appears. This screen shows your phone's current cellular signal strength. All cellular phones use two-way radio communications controlled by a cellular system. The current conditions (both atmospheric and geographic) can affect the strength of your connection. This is especially true when you are traveling.

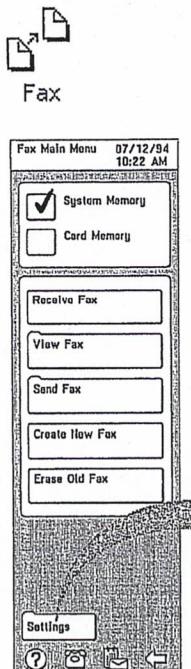
When you transmit a large amount of data (for example, a fax or electronic mail), you need an acceptable signal strength to make sure you do not lose your cellular connection and to keep the transmission error-free.

For best transmission results, leave the antenna fully extended and vertical. Check the signal strength indicator to make sure it is acceptable. If it

is not acceptable, move your phone around and watch the indicator. Sometimes a small movement can have a large effect on the signal strength. Once you have an acceptable signal strength, touch the OK button. When the transmission starts, try to keep Simon upright and still until the transmission ends.

Finally, the sending Fax status window will appear. You can keep track of your fax's progress by watching the messages in the status window.

Setting Up Fax



Filer

Use the Filer feature to manage your Simon files and to back up your personal data.

Memory Management and Card Preparation

Simon works with two kinds of memory: system and card. System memory comes as part of Simon. Card memory is available on optional memory cards. As you save data to either system memory or a memory card, you have less room to store additional data. You can buy more memory cards, but you can also use Filer to manage memory.

The main Filer screen has two memory check boxes, with the System Memory box checked to start with. To switch to card memory, touch its check box.

The main Filer screen has two action buttons at the bottom: Prepare and Link PC. If you buy an optional memory card, you must prepare it before you can use it. (Another common name for prepare is format.) To prepare the card, slide it into the PCMCIA card slot, connector-end first and main label-side up, as far as it will go. If Simon is on, you will hear a low-pitched beep. Touch the Prepare button. This will take a while, and if the card has any data on it, preparing the card will erase it.

You can use the Link PC button with various options to connect Simon to a personal computer. (The information that comes with your option should provide you with more details.)

The main Filer screen also has a memory-used indicator, which shows you how much of the currently selected memory you have used. It also tells you how much memory you have left in bytes. "Byte" is a computer term for memory units. A good way to think of memory is that you have a memory budget to spend on data. If you start to run out of room, you either need to get more memory cards, or you need to erase data that you no longer need. For example, faxes take up a lot of memory, so you probably want to erase them or copy them to memory cards as soon as possible after receiving them.

Working with Files

When you touch Filer from the Mobile Office, you see a set of folders for the different Simon features, such as Address Book, Calendar, and Fax. To look in a folder, just touch it. All available files in the folder appear as buttons. The button label shows the name of the file and how much memory it uses. To work with a file, touch its button. To return to the main Filer screen, touch the Index button in the upper right corner of the screen. See "Using the Filer" on page 62.

After you touch a file's button, a menu will appear. From this menu you can choose to copy the file, rename the file, or erase the file. You can view the contents of some types of files. (If you see a number you want to call when viewing a file, you can use the Mark to Dial feature to call the number easily. See "Mark to Dial" on page 26.) If you are working with a file in Simon's system memory, you can copy it to an optional memory card. If you are working with a file on a memory card, you can copy it to Simon's system memory.

Back Up and Restore

When you check card memory, two additional buttons appear at the bottom of the main Filer screen: Backup and Restore. The lower right folder changes from a blank label to Backups. If you want to back up (copy) your personal data, you need to insert an optional memory card in the PCMCIA slot. After you've installed a prepared memory card, just touch the Backup key to copy all of your personal data to the card. Then, if anything happens to Simon's memory, you can use the Restore button to copy your personal data back to Simon. It is a good idea to back up your personal data frequently, and to keep the memory card in a safe place separate from where you keep your Simon.

Depending on how many other files (especially faxes) you've saved on your memory card, you should be able to save several backups. You can see your backups by touching the Backups folder. The first backup you make has the name BACKUP01, the second is BACKUP02, and so on. The button that represents a backup shows its creation date and time. When you touch the button

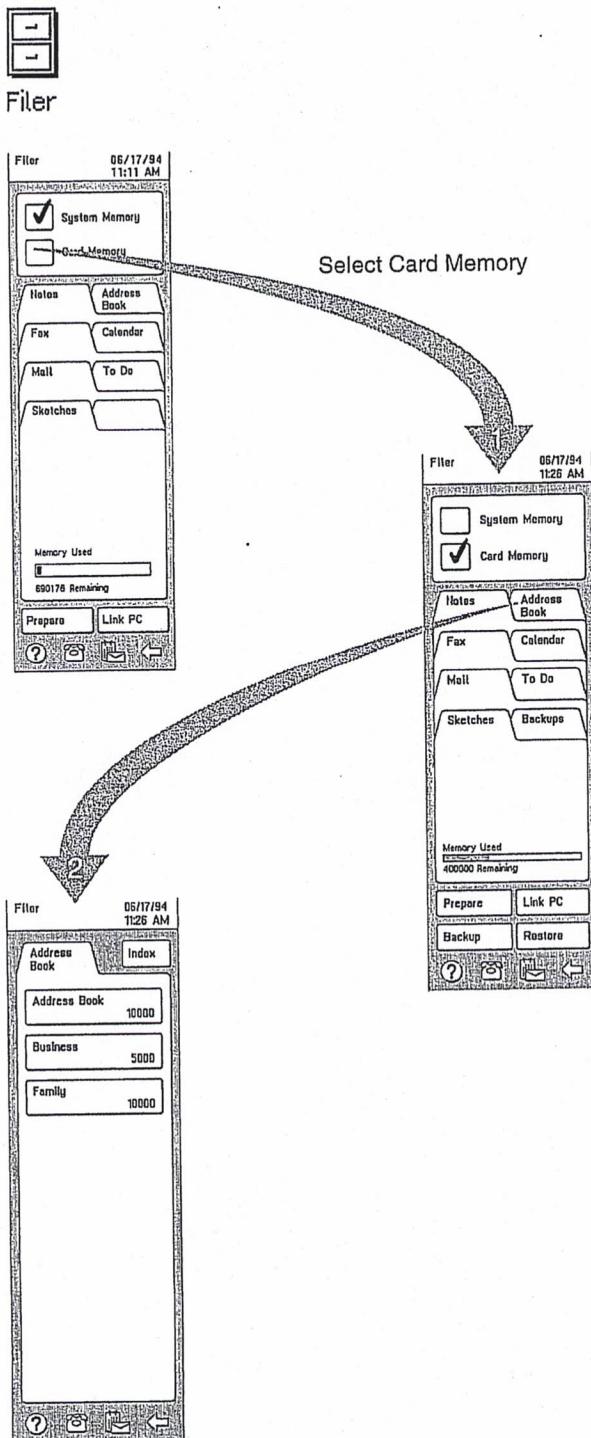
that represents a backup, you have the choice to either restore or erase that backup.

Touch the Restore button to restore your system memory from the selected backup file. Keep in mind that when you restore a backup file, the backup replaces all the current system memory with the information that was in your system memory when you made the backup.

Note: A backup file contains data related to the cellular telephone and passwords. Do not try to restore someone else's backup in your Simon. Use the Copy to System option that appears when you touch a normal file to copy someone else's files to your system memory.

Touch the Erase button to erase the selected backup file. After you've made a couple of backups, you should erase older backups to recover card memory. However, be careful. Once you erase a file, it is gone.

Using the Filer



Mail

You can use the Mail feature to send and receive electronic mail (E-mail) messages. Simon can connect to a Lotus™ cc:Mail™ Post Office to send and receive electronic mail. You can always tell how many messages you have by looking at the message list buttons on the main Mail screen. The Received Messages button shows you how many messages you have in your Received Messages list (sometimes called an in-basket). The Ready to Send button shows you how many messages you have waiting to send (sometimes called an out-basket). The Saved Messages button shows you how many messages you have saved.

Note: The messages you send and receive with Simon can't be longer than 50,000 characters, which is about 10 typewritten pages.

Setting Up Mail

With Mail, you send and receive messages by calling a computer set up as a cc:Mail post office. You don't have to worry about how to set up a post office, because your E-mail administrator or service does that. However, you will not be able to send or receive E-mail messages until you set up the Mail feature in Simon. To set up Mail, you need the following information from your E-mail administrator:

- Your user name
- Your cc:Mail password
- The cc:Mail post office name
- The cc:Mail post office phone number
- The cc:Mail post office modem speed

After you get this information, touch the Settings button on the main Mail screen. The Mail Settings screen will appear. Enter your cc:Mail information by touching the appropriate button and using the on-screen keyboard to type the information exactly as the administrator gave it to you. The factory setting for the modem speed is 1200 bps. Do not change this unless your administrator tells you.

** Trademark of Lotus Development Corporation. Trademark of cc:Mail Inc. division of Lotus Development Corp.

Note: For cc:Mail administrators, see Appendix C, "Setting Up cc:Mail Post Offices for Simon User's:Mail Administrator Tune-Up Tips" on page 93.

To conserve Simon's memory, you can check Receive Only Short Messages. When you put a check in this box by touching it, you will only receive messages that are no longer than a standard paragraph when you touch the Receive button. (If you touch Send and Receive, you will receive all messages up to the 50,000 character limit.) You would only want check this box if you use the same user name and post office for your computer E-mail.

After you have completed the settings, touch the OK button. (See "Setting Up Mail" on page 68.)

Creating Mail

To create a new E-mail message, touch the Create New Mail button on the main Mail screen. The Mail Address Menu appears. Use this screen to enter the cc:Mail addresses for the people you want to receive this message.

To get an E-mail address from the Address Book, touch the "Address To: (From Address Book)" button. The Address Book alphabetical index will appear. Touch the letter tab for the last name of the recipient, then touch the recipient's button to add him or her to the "To" list. If the recipient is not in your Address Book, you can touch the "Address To: (Type)" button to type the recipient's E-mail address with the on-screen keyboard. Each time you type a recipient's E-mail address and touch the Done key, a post office name form will appear. If the recipient uses your post office, just touch the Done key to continue. Otherwise, fill in the recipient's post office name then touch the Done key. Follow the same steps to add people to the carbon copy (cc) list with the "cc: (From Address Book)" and "cc: (Type)" buttons. You can put as many E-mail addresses as you like in the "To" and "cc" lists.

If you want the Mail feature to notify you when the recipients get the message, touch the Notify on Receipt box to check it.

Once you have finished addressing the message, touch the Type Message button. A message form

appears with the on-screen keyboard. Use the keyboard to type the subject and contents of the message, and touch the Done key when you have finished the message. A menu will appear that will let you (1) put the message in the Ready to Send list, (2) put the message in the Saved Messages list, (3) quit without saving the message, or (4) return to the addressing menu. If you are ready to mail the message, put it in the Ready to Send list. If you still want to work on the message, put it in the Saved Messages list. If you thought of someone else you need to send the message to, return to the addressing menu. Once you've typed a message, you can put it in the Saved Messages or Ready to Send list directly from the Mail Address Menu. You can move back and forth between the Mail Address Menu and the message form as many times as you need to before you put the message in the Saved Messages or Ready to Send list.

Note: You can send Simon meeting notices in the messages you create. See Appendix B, "How to send calendar notices in an electronic message" on page 90 for instructions.

Sending and Receiving Mail

Note: If you plan to keep your messages on an optional memory card (to conserve Simon's system memory), make sure you've checked the Card Memory box.

Usually, you will want to send the messages in your Ready to Send list and also receive any messages waiting for you at the cc:Mail post office. To do this, touch the Send and Receive button on the main Mail screen. If you only want to send, just touch the Send button. To receive only, touch the Receive button. After you touch one of these buttons, the Checking Signal Strength screen will appear. This screen shows your phone's current cellular signal strength. All cellular phones use two-way radio communications controlled by a cellular system. The current conditions (both atmospheric and geographic) can affect the strength of your connection. This is especially true when you are traveling.

When you transmit a large amount of data (for example, a fax or electronic mail), you need an acceptable signal strength to make sure you do not lose your cellular connection and to keep the transmission error-free.

For best transmission results, leave the antenna fully extended and vertical. Check the signal strength indicator to make sure it is acceptable. If it is not acceptable, move your phone around and watch the indicator. Sometimes a small movement can have a large effect on the signal strength. Once you have an acceptable signal strength, touch the OK button. When the transmission starts, try to hold Simon upright and still until the transmission ends.

After you touch the OK button on the Checking Signal Strength Screen, Simon will call the cc:Mail post office, and the Mail Transfer in Progress screen will appear. The messages that appear on this screen will let you know how many messages you've sent and received as you send and receive them. Once you've sent and received all your messages, the main Mail screen will reappear. The Received Messages button shows you the number of messages you now have in your Received Messages list.

Note: If you use a call-waiting feature with your phone, you should disable it before sending or receiving mail to make sure that an incoming call doesn't interrupt the transmission.

Working with a Message

To work with a message, touch the appropriate message list (Received, Ready to Send, Saved). The list of messages will appear, with a button for each message. Buttons for received messages will show who sent the message. Buttons for Ready to Send messages will show the recipient. Messages you've saved will show who the message was from if it was originally a received message, or who the note is to if you created the message. All message buttons show the message's subject.

Touch the button for the message you want to work with. The contents of the message will appear, with a set of action buttons along the bottom of the

screen. (If you see a phone number in a message, you can use the Mark to Dial feature to call it easily. See "Mark to Dial" on page 26.) You can change the type size or orientation of the text you are viewing. For long messages, you may want to use the Find feature from the Menu to locate specific text in the message. For all messages, you may choose to erase, change, or fax the message. In addition, you can reply to or forward received messages. You can move received messages to either the Ready to Send or Saved Messages lists. You can move saved messages to the Ready to Send list. You can move messages from the Ready to Send list to the Saved Messages list. If the To Cal button appears, the message contains specially coded calendar appointments. To put these appointments in your calendar, just touch the To Cal button.

Managing Your Mail

If you send or receive many messages, you will need to manage your mail lists by erasing messages or copying them to an optional memory card. Keeping too many messages makes the Mail feature work more slowly. If you try to keep more than 800 messages in any one list, or more than a total of 900 messages, your Mail feature could stop working. (You need to know this, but don't worry, 800 to 900 messages are a lot of messages.)

How to Erase Unwanted Messages

If you have received a few unwanted messages, you can erase them one at a time by touching them, touching the Erase button, then touching OK on the confirmation pop-up.

If you have many unwanted messages (for example, from a news service), then go through your Received Messages list and move the messages you want to keep to the Saved Messages list. Next, touch the Mobile Office icon at the bottom of the screen, then touch Filer. In Filer, touch the Mail folder, then the Received button. Select Erase from the pop-up menu, then OK from the confirmation pop-up to erase all the remaining messages in your Received Messages list.

Setting Up Mail



Mail

Mail 06/17/94
11:26 AM

System Memory
 Card Memory

View Message Lists:
3 Received Messages
2 Ready to Send
11 Saved Messages

Message Transfer:
Send and Receive
Receive Send
Create New Mail

Settings

2

User Name: John Smith
Password: *****
Post Office Name: BCRVM25
Post Office Phone #: 5550997
Modem Speed: 1200
 Receive Only Short Messages
OK

?

Working with Messages



Mail

Main Menu 06/17/94
11:26 AM

System Memory
 Card Memory

View Message Lists:
3 Received Messages
2 Ready to Send
11 Saved Messages

Message Transfer:
Send and Receive
Send Receive
Create New Mail

Settings

Received 06/17/94
11:26 AM

1 to 3 of 3
JOE SMITH Staff Meeting Minutes
PETERE at BCRVM7 Aloha Project
Pager USA Today Headlines

View Message 06/17/94
11:26 AM

Message:
From: Joe at BCRVM2
Date: 6/17/94 12:16 PM
To: Jim at BCRVM2
Subject: Staff meeting
Contents:
Began 8:00am. Bob Jones gave Treasury report highlighting last quarters earnings.
Personnel requests were then read and all pertinent topics addressed.
15 minute question and answer period with product development manager followed after which the meeting was finalized at 9:45.

Menu Erase Save
Reply Forward Fax

?

Note Pad

Use the Note Pad feature to create and work with typewritten notes. Once you've written a note, you can view it, change it, rename it, copy it, fax it to someone, or erase it.

Creating a New Note

To create a new note, touch the New Note button on the bottom of the main Note Pad screen. First, the on-screen keyboard will appear so you can enter a name for the note. A note name can be any combination of letters and numbers, up to 8 characters long.

After you type the note name, touch the Enter button. The note form appears along with the on-screen keyboard. The first line of the form is the Subject line. Later, when this note appears as a button in the note list, the information in the Subject line will appear in the button so you can use it as a reminder.

Move the cursor below the Subject line to type the body of the note. When you have finished typing, touch the Done button. A menu will appear to let you choose what to do with the note. For example, you might choose to save the note, or you might choose to fax the note to someone. (If you aren't sure how to use the on-screen keyboard, see the Keyboards section. You might also want to review the tutorial "Practicing with Simon" on page 19.)

Working with Notes

After you've saved a note, it appears in the note list on the main Note Pad screen. To work with a note, just touch its button. If you have more note buttons than will fit on a screen, use the arrow buttons to scroll until you see the note you want. When you touch a note button, the contents of the note appear, with action buttons below the note area. (If you've typed a phone number in a note, you can call it easily using the Mark to Dial feature. See "Mark to Dial" on page 26.)

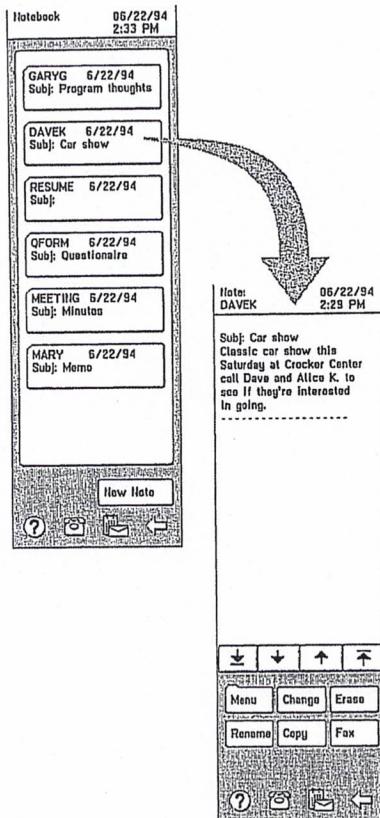
To view the note, touch the arrow buttons to read any text that is above or below the current text. The other action buttons will let you Erase the note, Change the note, Copy the note (giving the copy a

different name), Rename the note, or Fax the note to someone (using the Fax feature).

Working with a note



Note Pad



Password

Use the Password feature to protect your personal information. Before you can lock Simon, you must create a password.

Creating a Password

If you do not have a Simon password, the only action button available on the Password screen is the Create button. When you touch this button, a short form appears with the on-screen keyboard. Use the keyboard to type your password.

Note: Passwords can be any combination of three to seven letters or numbers.

After you type the password, touch the Done key.

Important!

For protection of your Simon and your personal data, only you should know your password. Write it down and keep it in a safe place. *If you lock Simon and then forget your password, your Simon will be useless to you.* If someone else learns your password, change it.

Locking Simon

After you have created a password, just touch the Lock button on the main Password screen to lock Simon. You will then have the choice to Lock All, or just the Mobile Office. If you Lock All, the Locked screen appears. If you lock only the Mobile Office, the main Phone screen appears. The Locked screen will not appear unless someone touches the Mobile Office icon at the bottom of the screen. This is useful if you want to let someone use your phone, but you do not want them to be able to view your personal data.

Dialing 911 when Locked

When you lock Simon, you still have one-touch dialing for 911 (or the emergency number you preset) without entering your password. Just touch the 911 button on the Locked screen.

Unlocking Simon

To unlock Simon, touch the Enter Password button. The on-screen keyboard will appear. Type your

password, then touch the Done button. If the password is correct, Simon will unlock.

Changing the Password

To change the password, touch the Change button on the main Password screen. A short form and the on-screen keyboard will appear. Use the form to enter the new and current passwords, then touch the Done button. If the current password is correct, the password will change to the new password.

Removing the Password

If you decide to remove the password, touch the Remove button on the main Password screen. The on-screen keyboard will appear. Type your current password, then touch the Done button.

Scramble

Scramble is like the original slide-the-squares puzzle where there's one missing piece in the corner of an otherwise complete picture. First, touch the Shuffle button to mix up the squares. Then unscramble the squares to recreate the original picture.

To move, touch and hold a square next to the empty spot. With that square highlighted (changed to a black background), slide your finger into the empty spot. The empty spot will change from black to white. The square will not move when you slide your finger, but will move into position when you lift your finger from the empty spot.

Touch the New Game button to change the picture. Touch the Shuffle button to mix the squares for another game.

Sketch Pad

The Sketch Pad lets you write on the screen with your stylus or finger. You can save up to 32 sketches, and you can easily fax a sketch. However, keep in mind that the more sketches you save, the more Simon system memory you use, and the less you have available for other features such as Address Book and Calendar.

Working with Sketches

When you touch the Sketch Pad feature on the Mobile Office screen, the main Sketch Pad screen appears. The main Sketch Pad screen shows four thumbnail (small) sketch forms, and has a New Sketch button below the thumbnail forms.

You can start a new sketch by touching the New Sketch button. When you save this sketch, it will appear in the first available thumbnail form. You can also start a new sketch by touching the thumbnail form where you want the sketch to go when you save it. If you want to work with a thumbnail form that does not appear on the screen, touch the down arrow button until the form you want appears. Each thumbnail form has a number so you know where you are in the list.

After you start a new sketch, the blank sketch pad appears, with two tools and three action buttons below the drawing area. The tools are a pencil and an eraser. The action buttons are Erase, Save, and Fax. When you start, the pencil tool has a box around it, indicating that it is active. When the pencil tool is active, you can draw in the drawing area. When the eraser is active, you can use your finger or stylus to erase lines in the drawing area. If you want to erase everything and start over, touch the Erase button. To fax the sketch to someone, touch the Fax button and follow the on-screen directions. To save your sketch, touch the Save button. The main Sketch Pad screen will appear, and you will see the thumbnail version of your sketch in the list.

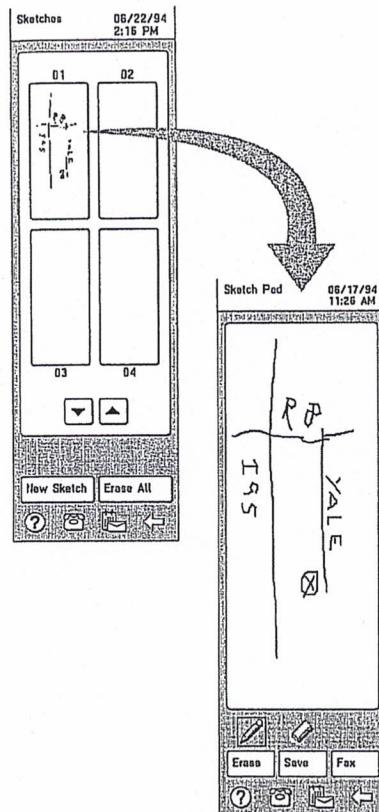
Erasing All Sketches

If you run low on Simon's system memory, you can erase all sketches by touching Erase All on the main Sketch Pad screen. Do not do this if there are any sketches you want to keep. After you touch Erase All, a pop-up appears that gives you a chance to cancel this action by touching the pop-up's Back Arrow.

Using the sketch pad



Sketch Pad



System

Use the System feature to control Simon's timeouts, display, and sounds. If directed by a Service Representative, you can also use the System feature to diagnose problems.

The Suspend Timeout

The Suspend Timeout is the time that Simon will wait to turn off (suspend) automatically. The factory setting is five minutes, but you can select check boxes to change the time to 10 or 15 minutes. Select Off if you do not want Simon to suspend automatically. The shorter this time is, the longer your battery will last between charges. You should not adjust this time unless you find that you need to turn Simon on more often than you would like.

Adjusting Screen Settings

To adjust screen settings, touch the Screen Settings button on the main System screen. The Screen Settings screen appears. On this screen, you can adjust the screen contrast and the backlight brightness with sliders. You can also adjust the backlight timeout so it is off all the time, or turns off after 10 seconds, 30 seconds, 1 minute or 5 minutes. Select Always On if you do not want the backlight to go off. Keep in mind that the more you keep the backlight low or off, the longer your battery will last between charges. The factory setting is one minute.

Adjusting Sound Settings

To adjust sound settings, touch the Sound Settings button on the main System screen. The Sound Settings screen appears. On this screen, you can adjust Simon's sound volume with a slider. You can also turn Simon sounds off or on by touching the appropriate check box. The Simon sounds include:

Key Click	When Key Click is on, you will hear a click each time you touch or release a button or key.
Pager Beep	This feature produces a beep when you receive a phone page. (See "Phone Pager" on page 27 for more information about phone pages.)

Popup Beep

When Popup Beep is on, you hear a beep whenever a pop-up message window appears.

Calendar Alarm

When this feature is on, you will hear a beep when a calendar alarm goes off. (See "New Entry" on page 50 for more information about setting calendar alarms.)

You can also change the phone ringer tone from Standard to Bells or Beeps. When you touch the check boxes for these tones, you hear what they sound like.

Running Diagnostics

Usually, you would run the diagnostic programs only at the request of a service representative. To run the diagnostic program, touch the Diagnostics button on the main System screen. The Diagnostics screen appears. On the Diagnostics screen, you can choose to test only the cellular telephone or to test the system (which tests the cellular telephone, the modem, the display, the speaker, and the up/down buttons on the side of the unit).

Time

The Time feature lets you set the current date and time on your Simon. You can display the time and date using either a world or digital clock. To use the time feature, just touch the Time icon from the Mobile Office screen and then the Settings button. Then select Set Date, Set Time, Set Alarm, or Cancel Alarm. When the alarm sounds, just touch the screen anywhere to turn it off.

When you set the time, be sure the clock is in the correct time zone. If you move or travel to a different time zone, don't forget to change the time zone, or the clock (and any alarms you've set) will not be correct.

Tip: When you set the date and time, you can touch and hold the arrow buttons to scroll quickly. You can touch AM to change to PM, or PM to change to AM.

To Do

Use the To Do feature to help you keep track of your work items and their due dates.

Making a New Entry

To create a new To Do entry, touch the New Entry button on the main To Do screen. A form will appear to let you set the due date for the entry. Keep in mind that you can touch and hold the arrow buttons to scroll quickly through the choices. When you have set the due date, touch the OK button.

Next, the To Do form appears with the on-screen keyboard. The first line of the form is the Subject line. Later, when this entry appears as a button in the To Do list, the information in the Subject line will appear in the button so you can use it as a reminder. Below the Subject line, you can type other notes for this entry. When you have finished typing, touch the Done button. The main To Do screen will reappear, with this entry in its correct position in the To Do list (organized by due date).

Working with To Do Items

To work with an item, just touch its button. If you have more items than will fit on a screen, use the arrow buttons to scroll the To Do items until you see the one you want. When you touch a To Do item button, the contents of the item appear, with action buttons at the bottom of the screen. (If you typed a phone number in the Notes field, you can call it easily using the Mark to Dial feature. See "Mark to Dial" on page 26.)

To erase the item, touch the Erase button. To change the item, touch the Change button. If you have completed the item, but want to save it, touch the Put in Done List button. The Done list will appear, with this item in it.

Working with Done Items

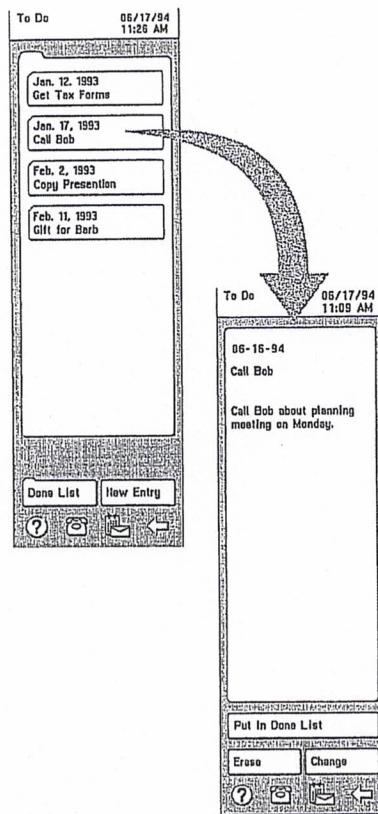
Usually, you should erase a To Do item after you complete it. However, you may want to save some items as reminders. To view the Done list, touch the Done List button on the main To Do screen. The Done list appears. To work with an item, just touch its button. When you are working with a single done item, you can use the action buttons to

erase it, change it, or put it back in the To Do list. When you are looking at the entire Done list, you can choose to erase all the items in the Done list by touching the Erase All button. This may be handy if you no longer need the items in the Done list, and you need to increase your Simon system memory.

Using the To Do list



To Do



Using Keyboards

You'll use an on-screen keyboard to enter information, for example, to make entries in your Calendar or add names to your Address Book. You can choose one of the following Simon keyboards:

- Standard
- PredictaKey
- Numeric key pad

The system remembers the last keyboard you chose. The next time you use a keyboard, the last one that you used will appear. You can tell where typed characters will appear by watching the cursor. The cursor is the blinking vertical line that appears on the screen.

The Standard Keyboard

The Standard keyboard looks like a typewriter keyboard with a few differences. For example, this keyboard has the buttons for the Phone and Mobile Office screens, and a help button.

1	2	3	4	5	6	7	8	9	0	←	→	Bks
q	w	e	r	t	y	u	i	o	p	'	-	Enter
a	s	d	f	g	h	j	k	l	;	-	↑	
z	x	c	v	b	n	m	,	.	?	←	↓	→
Shift	CapLk	View	Menu	Space	Ins	Del	?	✉	✉	Done		

The special keyboard keys are:

Note: Fields are spaces in forms where you enter information.



Back tab key

Touch the to move back through the fields on the screen.



Forward tab key

Touch the to move forward through the fields on the screen.

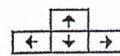
Bks

Backspace

Touch Bks to move back, one space at a time. When you touch Bks, you erase each typed character as you move back over it. When the cursor has moved as far as it can, the Bks key begins working like the Del key.

Enter

The Enter action depends on whether you are in a form or typing free text. In a form, Enter moves the cursor to the next field. In free text, Enter inserts a new line if the keyboard is in insert mode. If the keyboard is in replace mode, Enter moves the cursor to the beginning of the next line. To change from insert to replace mode, touch the Ins/Rep key.



Cursor movement keys

Touch the arrow in the direction that you want to move the cursor (the line that shows where typed letters will appear).

Shift

Touch and release Shift to type uppercase characters, such as capital letters and symbols (including the symbols that appear above the numbers on a standard keyboard). Then, select the key that you want. Repeat this procedure for each uppercase character. If you want a series of characters in uppercase, use the CapLk feature.

CapLk

Caps Lock

Touch CapLk when typing several uppercase characters. This action changes the lowercase letters to uppercase. This key does not change numbers or symbols. When you are finished and want to return to lowercase letters, touch CapLk again.

View

Touch View to be able to see more of the page or form that you are working on with navigation keys displayed.

Menu

Touch Menu to find a word or phrase, change keyboards, or change type sizes.

Space

Touch Space to separate words and create blank spaces.

Ins/Rep

Insert/Replace

Touch this key to switch between insert and replace typing modes. When in insert mode, the key's label is Ins, and in replace mode it is Rep. In insert mode the cursor appears as a vertical

blinking line, and newly typed characters move existing characters to the right. In replace mode the cursor appears as a blinking block, and newly typed characters replace existing characters as the cursor moves to the right.

Del

Delete

Touch Del to erase, one character at a time, the character after the cursor.



Phone screen

Touch this icon to return to the Phone screen for placing a phone call.



Mobile Office screen

Touch this icon to return to the Mobile Office screen to use features such as the Address Book and Calendar.



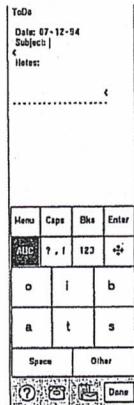
Help

Touch when you need help for any feature.

Done

Touch Done when you finish entering characters from the keyboard.

The PredictaKey Keyboard



The PredictaKey keyboard always shows the six most-likely letters that you need, depending on the characters you've just typed. If you don't see the letter you need, touch the Other button, and you will see the next most-likely letters. If you type a letter

accidentally, backspace with the Bks key. If you pass a letter you want, keep touching the Other button until it reappears.

For example, to type the word "this," find, then touch the letter t. The next six letters that appear on the keyboard will be the most likely letters to follow t, such as o i r w h e.

To change from the alphabetic keyboard to the numeric keyboard, touch (123). To change from the numeric keyboard to the alphabetic keyboard, touch (ABC).

To type one capital letter, touch Caps. For Caps lock, touch Caps again. To return to typing lowercase letters, touch Caps one more time. For punctuation, touch the punctuation (?!,) button. A second touch will lock it.

To move to the next field in a form, touch Enter. You can also move the cursor (the line that shows where typed letters will appear) directly by touching the screen with the stylus where you want to type. If you touch a field name, the cursor will appear in the first typing position for that field.

To use cursor control, touch the four arrows icon. This is also where PredictaKey's Insert (Ins) key is.

Numeric Keypad

You can select the numeric keypad if you only need to type numbers.

Type Size

You can change the type size by touching the Menu button on the keyboard and making your selection.

Optional Features

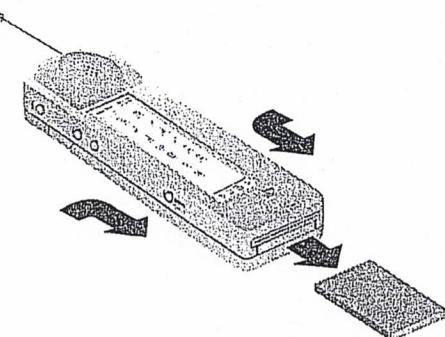
For information on how to order additional units or accessories, call 1-800-SIMON SAYS (1-800-746-6672).

PCMCIA Card Slot

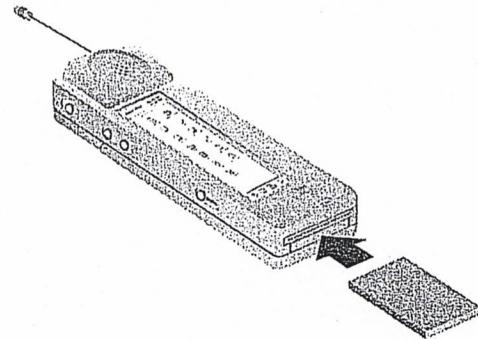
A PCMCIA card slot, located on the lower end of Simon, lets you use optional PC Cards.

Note: Your Simon might contain an optional plastic PC card. Use the following instructions to remove it.

To remove a PC card, move the PCMCIA card release slides on both sides at the same time, sliding toward the lower end of Simon. If your Simon is on, you will hear a low-pitched beep after you remove the card.



To insert a PC Card, slide the PC Card into the PCMCIA card slot, connector-end first and label-side up, as far as it will go. If your Simon is on, you will hear a high-pitched beep after you insert the card.



See the documentation supplied with your PC Card for more information.

Input and Output Connector

The 33-pin input and output connector, located below the PCMCIA card slot, is available for connecting optional cables. See the documentation supplied with your options for more information.

Solving Problems

If your Simon is not working properly, check the following:

- The power is in the resume mode. (Green light should be lit.)
- The battery is properly installed in the phone (see "Installing the Battery" on page 12).
- The battery is charging properly. Place the phone in the battery charger and check to see that the charger indicator lights. If it does not, remove and reseat the battery. If it is still not charging properly, replace the battery.
- The phone is not unusually hot or cold.
- Simon is unlocked (see "Locking Simon" on page 72).
- The phone is on (amber light is on).
- The phone is in a cellular service range. (Signal strength bar and message indication.)
- The antenna is properly attached and fully extended.
- The phone number that you have called was entered correctly and is a working number.
- The volume is turned high enough (see "Phone" on page 23).
- The contrast is set correctly (see "Contrast Adjustment" on page 13).
- If you are using a PC card, it is a Simon-compatible card with the right side up (see "PCMCIA Card Slot" on page 84).

If you are trying to place a call using memory-stored numbers, enter the phone number manually. If your call is successful, reprogram the stored number. If your call is not successful, have your phone serviced.

If you leave your Simon for too long without recharging the battery, or leave it for an extended period of time outside of its operating temperature (See Appendix A in the Simon User's Guide), it might stop working properly.

Reset

If your Simon is not working properly, first try to reset it by pressing the reset switch. To minimize the risk of data loss, reset Simon only with a fully-charged battery attached. The reset switch is inside a small hole on the top of Simon. You can press the switch using an object such as the end of a paper clip. When you press the switch, the screen goes blank. Next, an hourglass appears for a few seconds. Finally, the main Phone screen appears with a pop-up that tells you that you might need to reset your system time. Read the pop-up, then touch the OK button.

You might lose what you are working on when you reset Simon, but all the data you previously saved is still there. If you use the Mail feature, go to the main Mail screen and touch the Settings button. Then touch the OK button to reset the Mail settings.

Renewing Memory

Warning

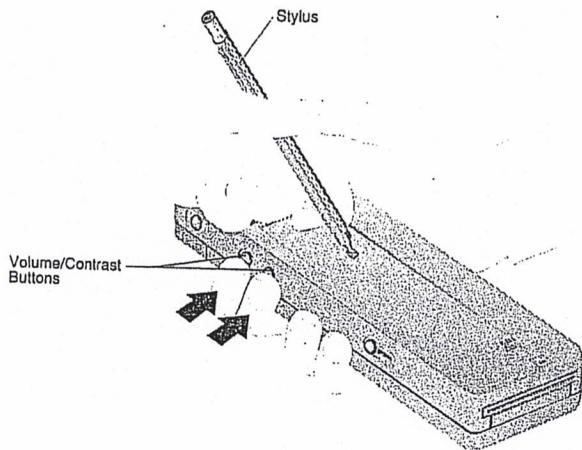
When you renew memory you will lose any data you have saved in Simon's system memory.

If you reset your Simon and it still doesn't work, you need to renew memory.

First put your Simon in its charger for 14 hours to recharge the internal, nonreplaceable backup battery. Then follow these steps to renew memory.

1. Press the reset switch. The reset switch is inside a small hole on the top of Simon (see "Introducing Simon" on page 7). You can press the switch using an object such as the end of a paper clip. When you press the switch, the screen goes blank.
2. Cradle Simon in your right hand and place the stylus in your left hand. When the hourglass appears, touch and hold it with the stylus.

Then, while touching the hourglass, press and hold both volume/contrast buttons.



3. When Simon starts beeping, release the hourglass and the volume/contrast buttons. If you don't hear the beeps, repeat steps 1 and 2.
4. When the main Phone screen appears with the "reset system time" pop-up, touch the OK button on the pop-up.

How to Get Service

If your Simon needs service, contact your Authorized Reseller or place of purchase. You may also dial *611 or *811 on your cellular phone for customer service in your area. If you do not obtain service from any of the above sources, call 1-404-705-1818.

Disposal of Simon

Simon contains an internal lithium/vanadium pentoxide battery, and a cathode fluorescent lamp. It uses an attached nickel cadmium battery. Follow local ordinances or regulations for disposal.

Appendix A. Simon Specifications

The Simon contains the following features:

Phone	Customized AMPS cellular RF transceiver
CPU	Custom single chip
Memory	1MB ROM (2:1 compression) 1MB PSRAM
Display	CCFT LCD with APA touch overlay
Expansion	One PCMCIA type 2 card slot, one 33-pin connector
Height	8 inches
Width	2.5 inches
Depth	1.5 inches
Weight	18 ounces
Operating temperature	0 to +40C (32 to 104F)
Humidity range	20% to 95%
Storage temperature	New Simon with no system data: -20 to +60C (-4 to 140F)
Power	Simon with system data: 0 to +40C (32 to 104F) Rechargeable 7.5v NiCad low profile battery pack

Appendix B. How to send calendar notices in an electronic message

If you use Simon's Mail feature to send and receive mail with Lotus cc:Mail, you can also send and receive messages that contain information about meetings, and you can send this meeting information to the Calendar feature. To send meeting notices, you must follow these directions very carefully. (You can also send calendar notices and other messages from your personal computer to a Simon if you use cc:Mail on your personal computer.)

Sending Meeting Notices

1. From the main Mail screen, select Create New Mail.
2. Address the message to the appropriate recipients.
3. In the body of the message, you may type as many meeting notices as you wish, using the following format:
Adcal: Date; Starting Time-Ending Time;
Repeat type;Number of repeats;
Alarm leadtime;Subject;Notes;

You must follow some rules when typing these notices.

- Separate all the elements in the notice with semicolons and end the notice with a semicolon.
- The keyword Adcal: must appear at the beginning of a line. This signals Simon that meeting information follows.
- The date must follow the month-day-year format. You can separate the numbers for month, day, and year with blanks, dashes, periods, commas, or slashes.
- The starting and ending times must follow the hour:minute format. You can type times in a number of ways. You can type the colon between the hours and minutes, or you can leave it out. You can specify AM by typing *a*, *A*, *am*, or *AM* right after the time (no spaces). You can specify PM with *p*, *P*, *pm*, or *PM*. If

you don't provide PM or AM, then Simon assumes that times from 7:00 to 11:59 are AM, and from 12:00 to 6:59 are PM. If a time is on the hour (such as 10:00), you can leave off the minutes.

- The next element is a one-character code (either upper or lower case) for the type of repeating meeting. Valid codes are N (no repeats), W (repeat weekly), M (repeat monthly), or Y (repeat yearly). Simon assumes a blank means no repeats.

If a repeating date is not possible in a month, the meeting will repeat on the closest date. For example, a repeating monthly meeting set on January 31 will repeat on February 28 (February 29 in leap years).

- The next field contains the number of repeats. You can repeat a weekly meeting up to 52 times, a monthly meeting up to 12 times, and a yearly meeting up to 10 times. If you type a number larger than the maximum for that type, the meeting will repeat the maximum number of times, and a status pop-up will let the recipient know the number of meetings that were not set up in the calendar.
- The next element is the alarm lead time, which may range from 0 to 99. 0 indicates no alarm. 15 would indicate that Simon should set off an alarm 15 minutes before the starting time of the meeting.
- The next element is for the Subject of the meeting, and may be any text up to 20 characters in length.
- The last element is for the Notes (such as where the meeting will be) and may be any text up to 109 characters in length.

The following notice indicates a meeting on January 20, 1994, from 1:30pm to 2:30pm, no repetitions, no alarm, a subject of Department Meeting, and notes that the meeting will be held at the Main Site Cafeteria.

Adcal:1-20-94;1:30PM-2:30PM;N;0;0;
Department Meeting;The meeting will be
held in the Main Site Cafeteria;

The next notice indicates a meeting on December 23, 1994, given that 1994 is the current year, from 8:00am to 10:00am, repeating weekly for four weeks with a lead time alarm of 15 minutes, a subject of Status Meeting, and notes that the meeting will be in the Flamingo Room with coffee served.

Adcal: 12-23;8 10;W;4;15;
Status Meeting;Meet in the Flamingo Room.
Coffee will be served.;

You can type other information in the electronic mail message, but each Adcal must appear as described above.

Receiving Meeting Notices

When you view a message in the Mail feature that contains correctly placed Adcal notices, the To Cal button will appear among the other function buttons at the bottom of the screen. To put the meeting notices in your calendar, just touch the To Cal button. After Simon saves the meetings to your calendar, you will see a status report that tells you how many meetings went to the calendar and how many did not. If Simon can't figure out how to save an Adcal to the calendar then that meeting won't go. If a sender tries to repeat a meeting more than the maximum allowed number of times, the extra meetings won't go to the calendar.

Appendix C. Setting Up cc:Mail Post Offices for Simon User's:Mail Administrator Tune-Up Tips

Who Needs This Information?

Maybe you are already a cc:Mail administrator, and you expect some of your users to deliver and receive mail with a Simon personal communicator. The information in Section II will help you tune your post office to support transmission to and from cellular devices like Simon.

Maybe you have a Simon, and want to set up your own cc:Mail mailbox. The information in Section I will provide you with background about cc:Mail, and the information in Section II will tell you how to make your cc:Mail mailbox work well with Simon.

Section I. About cc:Mail

Background

A cc:Mail post office is a computer (usually a dedicated personal computer) running cc:Mail post office software (which you can purchase from most software dealers). cc:Mail refers to the post office software as platform packs. Platform packs are available for the following operating system environments:

- DOS
- Macintosh**
- MicroSoft Windows**
- OS/2*
- Workplace Shell*
- UNIX**

E-mail users must contact the post office to send and receive mail. All mail stays at the post office until users call to receive their messages. Each

* Trademark of IBM

** Trademark of Apple Computer Inc. Trademark of Microsoft Corporation. Trademark of Novell, Inc.

post office has a post office administrator that maintains a directory stored on the post office. This directory lists all registered users (and their passwords). Only registered users can send and receive mail using the post office.

A post office can have both local and remote users. A LAN (such as a token-ring network) connects local users to their post office computer. Remote users have devices (such as Simons or notebook computers) with modems, and call the post office to get their mail. People who use Simons (which has a built-in modem) are remote users. For a post office to support remote users, it must have a modem and be in auto-answer mode.

The post office software comes with a program called *dialin*. The post office administrator can use *dialin* to send an initialization string to a post office's modem. This puts the post office in a state in which it waits for Simon (and other remote users) to call and exchange messages.

An administrator can maintain a cc:Mail post office locally (perhaps for a department, or for personal use) or as a service. Some services have interconnected post offices or gateways that allow users to contact many other users, and/or may provide access to the internet and allow translation across mail platforms.

What Your Simon Users Need to Know

No matter who maintains the post office, Simon users need the following information from an administrator so they can set up their Simons to exchange messages. (For more information about this from a user's perspective, see the Simon User's Manual.)

User name: Sometimes called a user ID, this identifies a single user on a post office.

User password: Only the Simon user and the post office administrator should know this password. It provides the user with protection from unauthorized access to his or her mailbox.

Post office name: This is the post office that has the user name registered in its directory. (If a network contains multiple post offices, this is the

home post office.) The post office administrator creates the post office name when installing the post office on its computer.

Post office telephone number: This is the phone number that remote users call to contact the post office when they want to send and receive their mail.

Modem speed: The default modem speed for Simon is 1200 BPS. Simon can also support modem speeds of 300 or 2400 BPS. If your post office expects a connection at a speed other than 1200 BPS, be sure to tell your Simon users what modem speed they should use.

Addressing cc:Mail Messages

To uniquely identify each person on an electronic mail network, you combine the recipient's user name and post office name to address a piece of mail. For example, suppose Debbie Johnson has the user name DJOHN at the post office named POSTOFF1. Her complete, unique address is DJOHN at POSTOFF1.

Thus, to send mail to someone, you must know that person's user name and post office name. If the user is registered on your post office, you can leave off the post office name. Otherwise, you must provide both the recipient's user name and post office name when you send a message.

Section II. Tuning a Mailbox for Simon Cellular Communications

As an administrator, you can use *dialin* to modify modem parameters at your post office to send and receive data more reliably over the cellular network. Modifying these parameters will have no effect on landline communications, but will improve your service to users who contact the post office using a cellular device (such as Simon). Use the following tips to tune up your post office for cellular users.

Enable the post office modem for error correction and data compression.

Simon's internal modem is Hayes-compatible. It is initialized with a string that enables it to do error correction and data compression. The Simon

modem will negotiate with the post office modem until they reach agreement on a protocol that both can understand.

Simon's modem will first try for a mode called V.42 Auto-Reliable mode (V.42bis). This mode will detect transmission errors and retry. V.42bis mode uses data compression that enhances data transmission by reducing throughput.

If the post office modem cannot accept V.42bis mode, the Simon modem next tries to negotiate a Microcom Networking Protocol (MNP) connection. The Simon modem supports MNP Levels 2-5. All levels use error detection and correction -- MNP Level 5 uses data compression as well.

If the post office does not accept an MNP connection, Simon will attempt to connect in Normal mode (which does not use error correction).

For Simon to connect using V.42bis or MNP, the modem on the post office that Simon is calling must have enabled these modes. This might not be a problem for you because these modes are the default on many modems. To determine if an error correction protocol is in use, you (the post office administrator) must enable diagnostic mode (using *dialin*) on the post office and read the connect modem string returned by the post office modem. (Note: If noise occurs during modem negotiations, the modems may fail to negotiate an error correction protocol even though the modes are enabled.)

If the post office modem is not using error correction mode, you should try to find the appropriate command string for your modem, then enable it. You might find this information in the materials that came with your modem.

Set the lost carrier recovery time-out to a larger value than the default.

Cellular data transmission is inherently noisier and, therefore, more error-prone than landline transmission. If Simon loses signal strength (for example, if you were in a car and went through a

tunnel) both the Simon modem and the post office modem experience what is called a lost carrier.

Most modems (including all Hayes**-compatible modems) support a parameter called a lost carrier time-out delay. This delay says how long to wait for the modems to resynchronize before terminating the connection.

On Hayes-compatible modems, you specify this delay to the modem in a register called S10. The default value for this delay is usually only 1.5 seconds. For cellular transmissions, the delay should be longer. For example, the delay on Simon is 15 seconds. Therefore, the delay on the post office should be 15 to 20 seconds long. This delay will give Simon a better chance to resynchronize with the post office upon encountering noise or signal loss than if the post office terminates the connection after 1.5 seconds. The following *dialin* string sets the delay (register S10) to 20 seconds. (This example might not work on your system, depending on how and in what subdirectory you installed your cc:Mail application. Refer to your cc:Mail documentation for more information.)

dialin /dc:\ccdata /diagnostics /modem/AT&FS7=60S10=200

Set up the mailboxes for Simon users to support remote use.

As an administrator, you define whether a user will be a local LAN user or a remote user. Your Simon users will be remote users.

For Simon mailboxes, set directory propagation to NONE.

Simon does not support cc:Mail's Automatic Directory Exchange (ADE) protocol. Therefore, be sure to set the directory propagation to NONE for your Simon users. This way, the cc:Mail router software will know not to send directory update messages to any Simons.

Appendix D. Warranty

**BellSouth Cellular Corp.
Simon Cellular Phone**

LIMITED WARRANTY

BellSouth Cellular Corp. warrants to the original retail purchaser of this cellular phone that, should this product or any part thereof (except the items listed below) under normal use and conditions, be proven defective in material or workmanship within the first 12-month period from the date of purchase, such defect(s) will be repaired or replaced (with new or rebuilt parts) at BellSouth's option, without charge for parts or labor directly related to the defect(s).

BellSouth, at its option, will at no charge, either repair or replace the product during the warranty period, provided it is returned in accordance with the terms of this warranty to the Cellular Service Center or distributor's service who is qualified by BellSouth. Repair, at BellSouth's option, may include the replacement of parts with functionally equivalent reconditioned or new parts. Replaced parts, accessories, or batteries are warranted for the balance of the original warranty period, described above. All replaced parts, (including cellular phone equipment) accessories, or batteries shall become the property of BellSouth.

To obtain repairs or replacement within the terms of this warranty, the product should be delivered with proof of warranty coverage, specification of defect(s), and transportation prepaid, to the Cellular Service Center or distributor's service who is qualified by BellSouth.

This warranty does not apply to any product or part thereof which has suffered through alteration, serial number defacement, improper installation, excessive temperature or humidity, environmental conditions, mishandling, misuse, neglect, or accident, alteration or maintenance by any person or party other than our own service facility or an authorized Service Center, or any use violative of instructions furnished by us.

When the Simon is used in conjunction with equipment not manufactured by BellSouth,

BellSouth does not warrant the operation of the Simon with such equipment. BellSouth will honor no warranty claim if the Simon is used with such equipment, and if BellSouth determines that there is no fault with the BellSouth product.

BellSouth disclaims liability for:

- Communications range, geographic coverage, and error-free operation of the Simon as a whole
- Availability and operation of the cellular system which is provided by the carrier
- Defects or damage due to spills of food or liquid,
- Scratches or damage to any plastic surface and all other externally exposed parts due to customer normal use.

This warranty is not assignable or transferable.

It is your responsibility to:

- Obtain authorization from the owner (for example, your lessor) to have BellSouth service a cellular phone that you do not own.
- Where applicable, before service is provided:
 - Follow the problem determination, problem analysis, and service request procedures provided by BellSouth or your reseller.
 - Secure all programs, data, and funds contained in the cellular phone.
- Be responsible for loss of or damage to the cellular phone in transit when you are responsible for the transportation charges.

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- **Economic consequential damages (including lost profits or savings) or incidental damages**

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Appendix F. Electronic Emission Notices

Federal Communications Commission (FCC) Statement

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult a BellSouth authorized dealer or Service Representative for help.

Properly shielded and grounded cables and connectors must be used in order to meet FCC emission limits. Proper cables and connectors are available from BellSouth authorized dealers. BellSouth is not responsible for any radio or television interference caused by using other than recommended cables and connectors or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause

harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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