IBM®

Simon Says "Here's How!"

Simon™
Mobile Communications Made Simple

USERS MANUAL

From **BELL**SOUTH
Designed by IBM

Contents

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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 function to function
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 4 and "Getting Started"
on page 5, for useful information to help you get
started. You may find it especially valuable to go
through the tutorial, "Practicing with Simon" on
page 13.

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

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!

If you open up Simon you will cancel your warranty.

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 the operation of your Simon will not cause interference 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 21.

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

The following items will help prevent problems with your Simon.

- Don't get Simon wet.
- Keep Simon clean.

   To clean the screen, turn Simon off. Breathe on the screen and wipe it with a soft clean cloth. To clean stubborn spots, moisten your cloth with isopropyl or ethyl alcohol.

   Note: Do not use water, ketone, or aromatic solvents.

- Keep the microphone hole clear.

Introducing Simon

Speaker

Stylus

On/Off
(Resume/
Suspend)
Slide

Microphone

Volume/Adjust
Contrast - Up

Volume/Adjust
Contrast - Down

Touch Sensitive
Screen

PCMCIA Card
Release Slide

Battery

**PCMCIA Card Slot

Input/ Output
Connector

On/Resume
(Green) LED

Extendable
Antenna

Phone Power
(Amber) LED
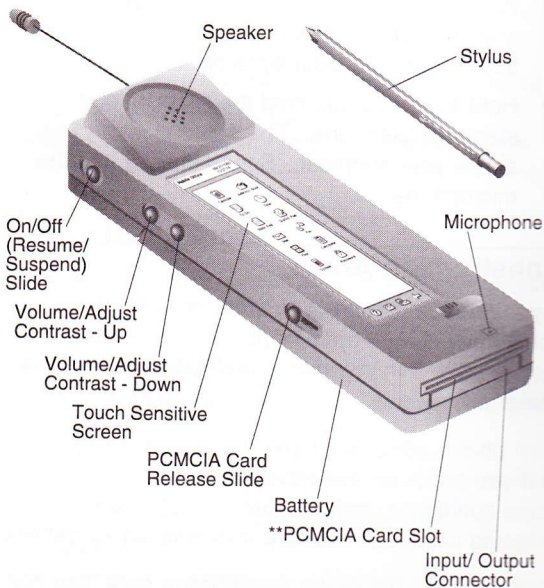
Getting Started

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 13.

> **Important!**
>
> Before you use Simon for the first time, you must fully charge the battery for 14–16 hours. This conditions the main battery so it will work correctly and also charges the backup battery to prevent data loss.

Charging the Battery

To charge the battery for the first time:

1. Place Simon, with the battery attached, in the battery charger.
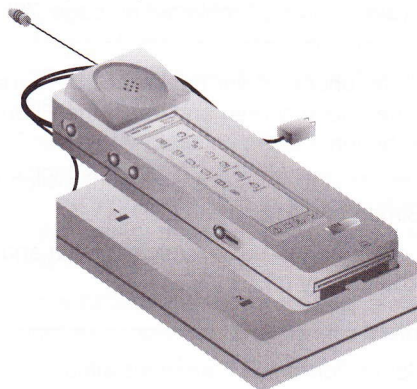
It needs to charge for 14–16 hours to condition the battery. (This applies only to a battery's first charge. It takes about 90 minutes to recharge a battery.) You will see a flashing amber light for about two seconds and then a solid amber light (marked with the number 2) indicating the battery is charging. 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.

To charge the battery after the first time, place Simon with the battery attached, or place only the battery, into the charger. After about an hour and a half, the amber light (number 2) will change to green. 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 before the charge time-out of 90 minutes occurs.

Removing the Battery

Important!

Turn off the phone and 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. (See "Solving Problems" on page 73)

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1. Check the phone power (amber) LED. If it's on, go to the phone screen and touch the Phone Power button.

2. Slide the On/Off (Resume/Suspend) switch to turn Simon off. The green LED is off.

3. Push down on the battery release latch and slide the battery off.

Caution!

Always leave your main battery installed in 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 the main battery, it also 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 48.

Information About the Battery Pack

- The new battery pack *has no power*. To charge the battery pack follow the instructions "Charging the Battery" on page 5.

- 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.

- Do not recharge fully charged batteries to "top off" the battery. It can shorten battery 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.

- Discharge batteries before storing them.

- 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.
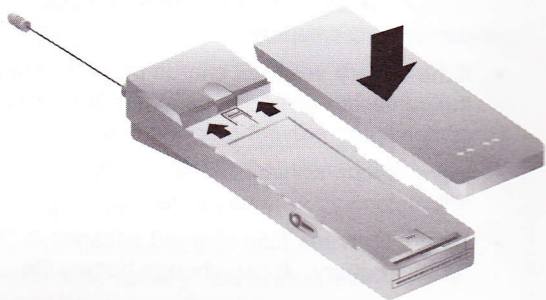
Turning Simon On and Off

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 may increase this time to 10 or 15 minutes 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 appear.

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 will last.

LCD 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 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.
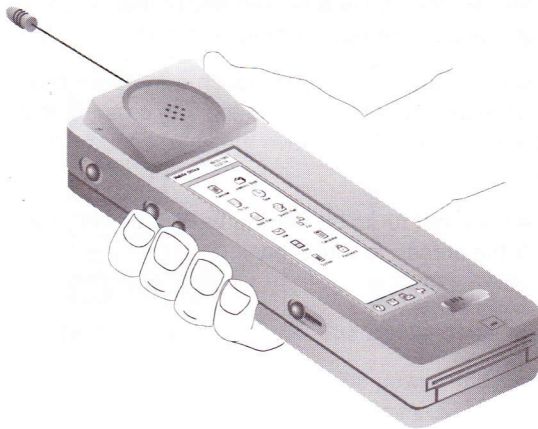

Using Your Touch Sensitive Screen

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. The stylus has a plastic tip on one end for using on the screen.

The other end has a cap covering a ball point pen. Do not use the 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. Then lift the stylus to select that feature.

Tip: Keep in mind that you activate features when you release the button, not when you first touch it. Also, touching harder will not make it work better.
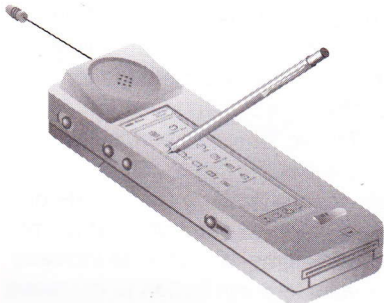
You can touch buttons that have a solid border. You cannot use buttons that have a broken-line border. Buttons have a broken-line border when those features are not currently available.

On some screens, when you touch a feature's box, a √ appears in the box. While the √ 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.

How Simon Works

Your Simon is a cellular phone with personal organization and communication capabilities. 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 functions by touching the appropriate icon on the Mobile Office screen.
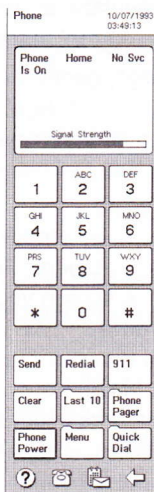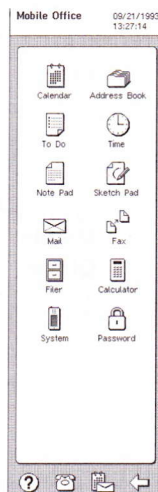
The Phone screen   The Mobile Office screen

Note: You control Simon's main power and phone power separately. You turn 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.

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, gently extend the antenna and touch this icon to answer. Touch this icon any other time to get 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 Electronic 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 to the screen you were just on. 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. Otherwise, touch Phone Power to turn it off.

The next practice session will take you through entering information into the Address Book. Refer to "Adding Entries to the Address Book" on page 37 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.

3. Touch New Entry. An Address Book form will appear in the upper half of the screen. The PredictaKey* keyboard appears in the lower half.

Menu	Caps	Bks	Enter
ABC	? , !	123	⊹
o	i	r	
w	h	e	
Space	Other		
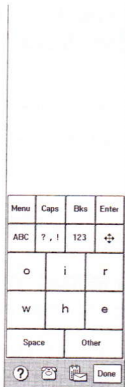
4. Learn about PredictaKey.

   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 67. 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 (?,!) button. 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 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>. If it isn't, touch LAST 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.

5. 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.

6. Touch Erase to erase this entry. Touch OK.

7. Touch the Mobile Office icon or the Phone icon to leave the Address Book.

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What To Do Next

The following table can help you quickly find information you want next. Go to the page shown for complete information on that topic.

For Information On	See page
Phone	17
Mobile office	34
Address book	34
Calculator	41
Calendar	41
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Filer	48
Keyboards	67
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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 geographical) can affect the quality of your connection.

Note: When you place or receive a call, you must 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. 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, just follow the instructions in "Phone Settings" on page 27.

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. To set this feature, touch Menu, then Phone Settings, and then touch Answer with Any Key to check it. See "Phone Settings" on page 27.

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 23. (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 31.

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 32.

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 24.) 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 button 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.

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 by beeping every minute. 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 32.

Phone Pager

The Phone Pager feature allows callers to leave a telephone number. The Pager feature accepts up to nine phone numbers left by callers. To set this feature, touch Menu, then Phone Settings, then check Accept Pages. See "Phone Settings" on page 27.

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 return the 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 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 10 times every three seconds until it can place the call. 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 27.

Ringer Tone/Volume

To adjust the ringer volume, touch Menu, then Sound Settings, and adjust the slider. You have three ringing tones that you may 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."

Use this 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 18.)

"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 31.) If you check Auto NAM, Simon will automatically switch to the right NAM for the current cellular area.

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.

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 27.

Speaker Volume

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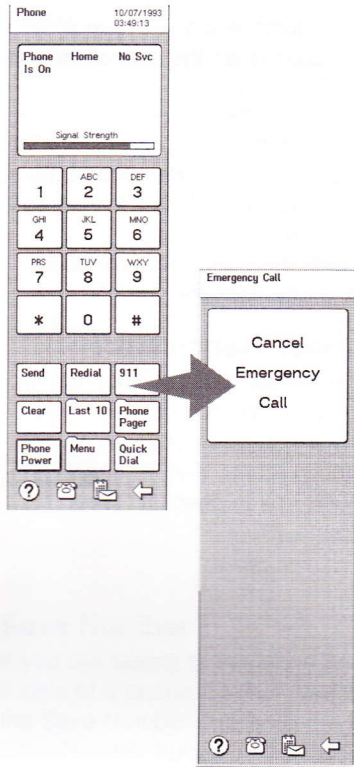
Status Monitor

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.
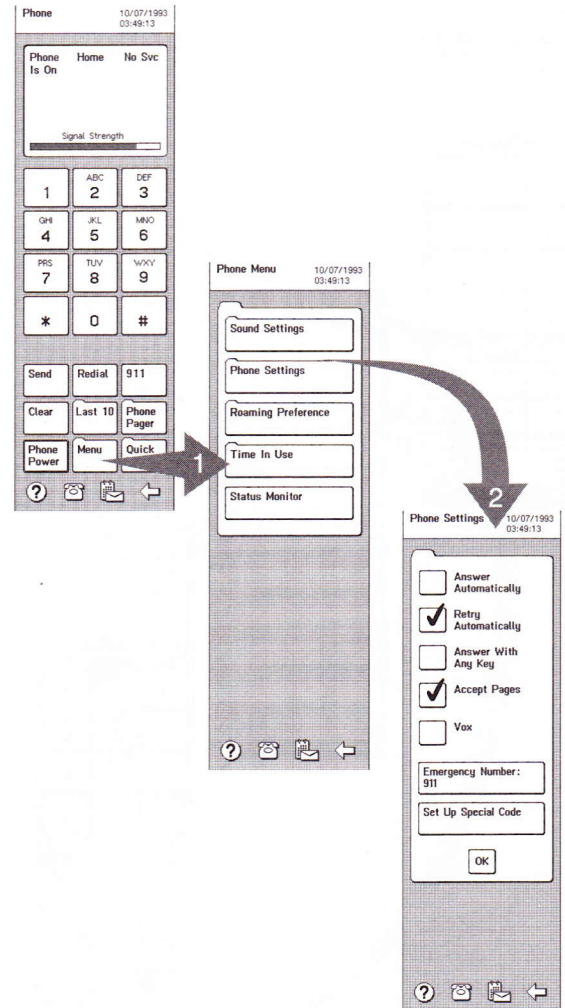
Vox (Voice Activated Transmitter)

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 27.
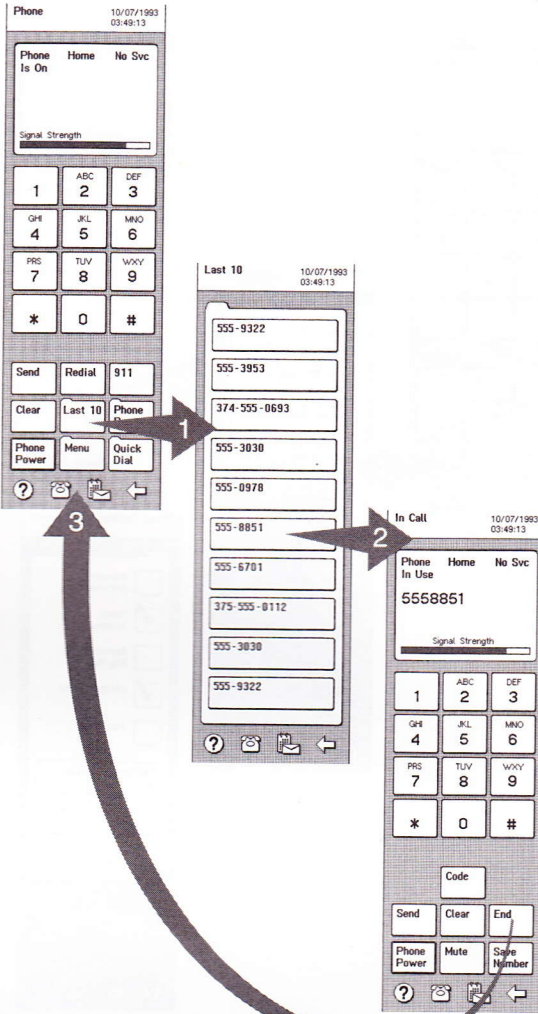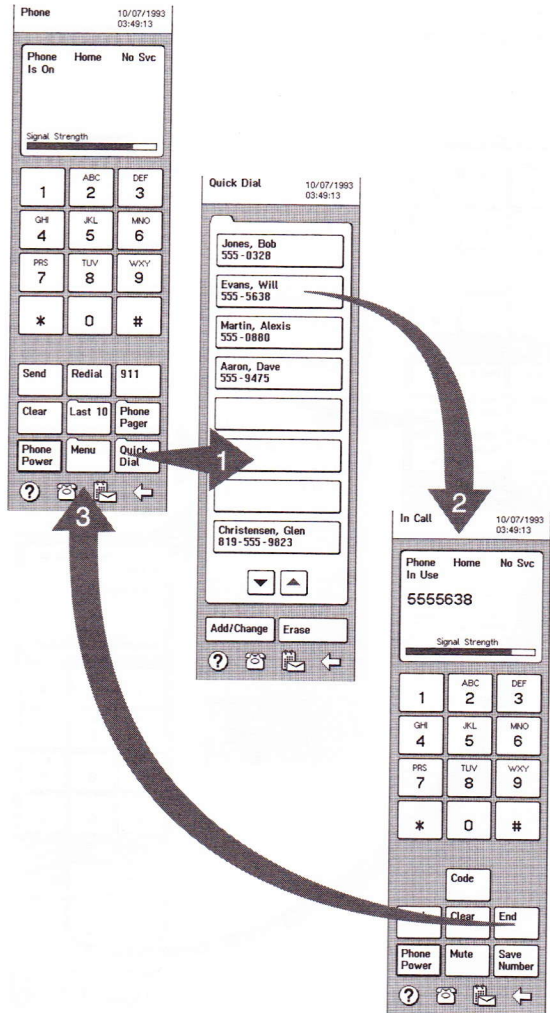
Emergency Dialing

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. You have 10 seconds to do this.
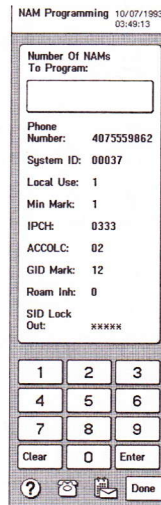
Mobile Office

The Mobile Office 📧 screen provides a path to the Address Book, Calculator, Calendar, Fax, Filer, Mail, Note Pad, Password, Sketch Pad, System, Time, and To Do 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

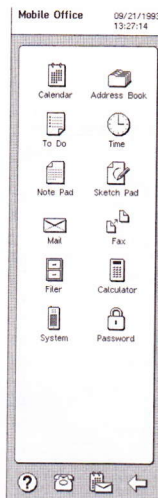To add information to the Address Book, touch New Entry. The on-screen keyboard and the Address Book form appear. You must enter a name (or other label) in the Last Name field. Fill out all the other information in the form that you can, but it's OK if you leave some fields blank. Touch the Done button at the bottom of the screen when you've finished. See the screens on "Using the Address Book" on page 38. You may also want to review "Practicing with Simon" on page 13.

If you need the phone to pause when dialing a number, put a comma where you need the pause. Commas cause a two-second pause, and 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.

If you want to put more than two phone numbers and a fax number in the entry, type the extra numbers in the Notes field at the bottom of the form. Then you can use the Mark to Dial feature to call these numbers easily. See "Mark to Dial" on page 20.

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 37. 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. See the screens for "Using the Address Book" on page 38.

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 the screens for "Searching an Address Book" on page 39.

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 Simon's 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. 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
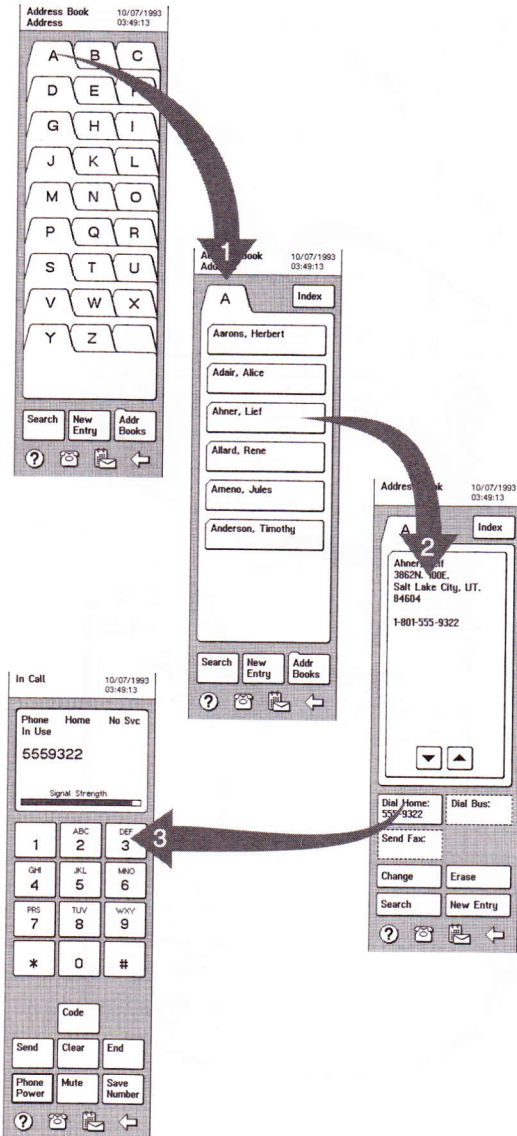
Calculator

The calculator ▦ᴄₐₗcᵤₗₐₜₒᵣ 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 you have any meetings, 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 65).

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 13.) 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 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 Type of Repeat field. You can repeat meetings (W)eekly, (M)onthly, or (Y)early. Weekly meetings will repeat on the same day of each week, monthly meetings will repeat on the same date of each month, and Yearly meetings will repeat on the same month and date for each year. Next, you need to enter the number of times to repeat the meeting in the Number of Repeats field. You can repeat a meeting up to nine 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 form 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 65.

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.

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 48). 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, one check box, 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 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 4800 bps. If you select a higher number your faxes may go faster, but it may take more time to make the connection to the sending or receiving fax machine. As your Simon tries to connect to a fax machine, it tries the selected fax speed first, then tries lower speeds until it connects. This means that selecting higher fax speeds may slow down your fax. 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 you want to send a cover page with the faxes you send, touch the Cover Page box to put a check in it.

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

See "Setting Up Fax" on page 47.

Receiving Faxes

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.

When you touch the Receive Fax button on the main Fax screen, a 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 that you slid your stylus, and in the same direction.

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 also save it as is.) 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 may 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. You can change the zoom level, but it will take longer to pan across the page as you create the fax.

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 easier 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 be highlighted. 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. The screen will change to an on-screen keyboard and a form with two fields. For "To:," type the name of the person that you're sending the fax to. For "Fax #:," type the phone number of the recipient's fax machine. Then touch the Done key at the bottom of the screen. A 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

Fax
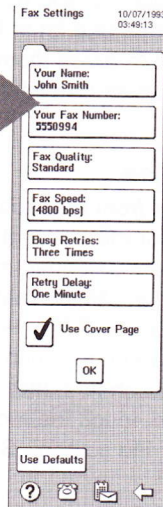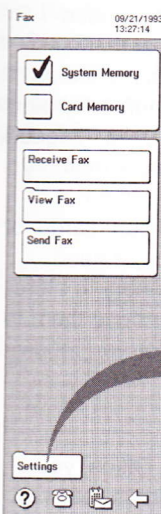
Filer

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

Memory Management

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 may also want to use Filer to manage your 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 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 require a lot of memory to store, so you probably want to erase them or copy them to memory cards as soon as possible after you receive 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 50.

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. 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.

Prepare, Back Up, and Restore

When you check card memory, three additional buttons appear at the bottom of the main Filer screen: Prepare, Backup, and Restore. If you want to back up (copy) your personal data, you need to insert an optional memory card in the PCMCIA slot. If you have never used the card in Simon before, you must prepare it by touching the Prepare button. (Another common name for *prepare* is *format*.) This will take a while, and if the card has any data on it, preparing the card will erase it. After you've prepared the 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.

Using the Filer

Filer

Select Card Memory

Filer screens showing System Memory and Card Memory selection, with Notes, Address Book, Fax, Calendar, Mail, To Do, Sketches tabs.

1

2

Address Book screen with Index, Family 10000, Business 5000.
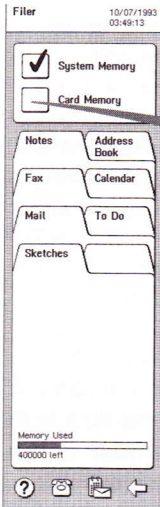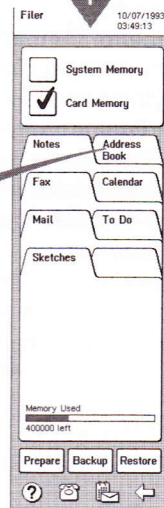
Mail

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.

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 no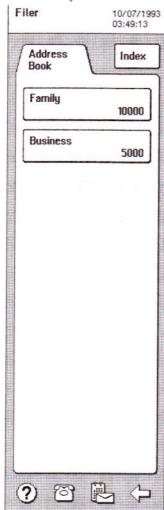t be able to send or receive E-mail messages until you set up the Mail feature in Simon. To set up Mail, you need the following information from your E-mail administrator:

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.

To conserve Simon memory, you can check Receive Only Short Messages. When you put a check in this box by touching it, you will only receive

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

messages that are no longer than a standard paragraph. You would only want to do this 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 55.)

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 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 76 for instructions.

Sending and Receiving Mail

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. 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.

Once you touch one of these buttons, 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.

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. 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 Cal button appears, the message contains specially coded calendar appointments. To put these appointments in your calendar, just touch the Cal button.

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 the remaining messages in your Received Messages list.

Setting Up Mail

Mail
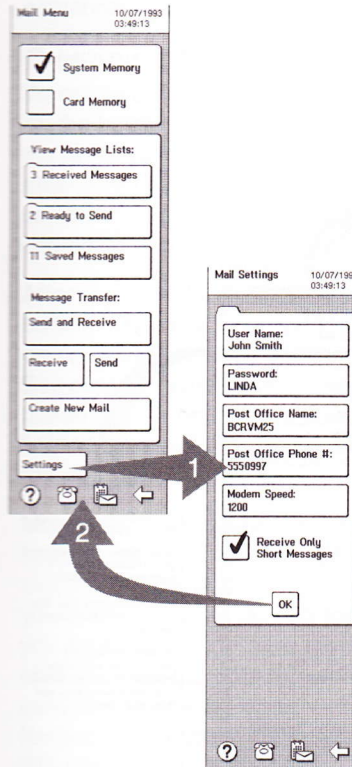
Working with Messages

Mail

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.
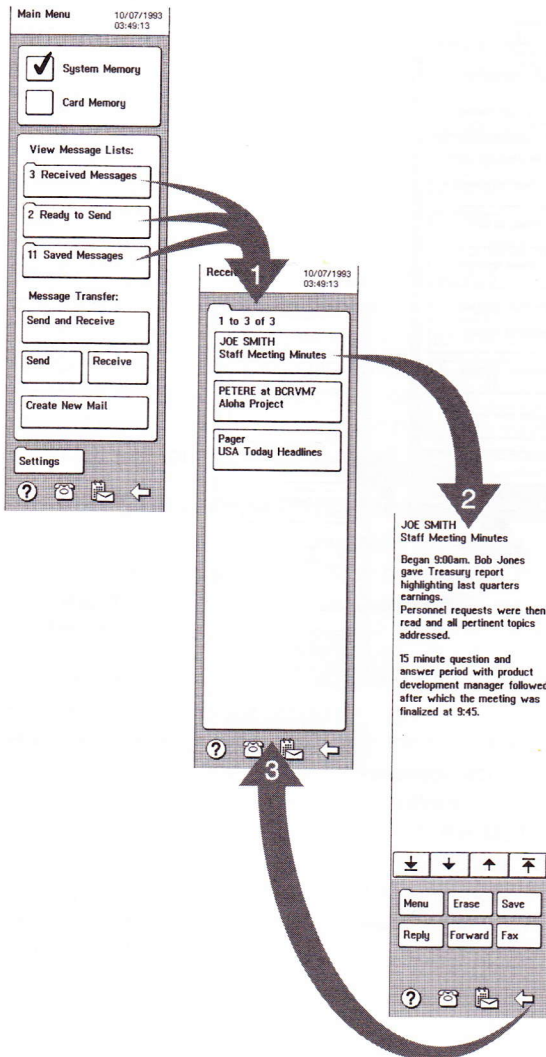
After you type the note name, touch the Enter button. The note form appears along with the on-screen keyboard. The first line of the form is the Subject line. Later, when this note appears as a button in the note list, the information in the Subject line will appear in the button so you can use it as 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 "Practicing with Simon" on page 13 tutorial.)

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.

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

Note Pad	09/21/1993 13:27:14
DAVE K -11/18/93 Subj: Car Show	
GARY -11/18/93 Subj: Program Thoughts	
MARY -11/13/93 Subj: Memo	
MEETING -11/01/93 Subj: Minutes	
QFORM -11/01/93 Subj: Questionnaire	
RESUME -10/27/93 Subj:	

New Note

Note	10/07/1993 03:49:13
Subj: Car Show	

Classic Car show this Saturday at Crocker Center Call Dave and Alisa K. to see if they're interested in going.

Menu Change Erase
Rename Copy Fax

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 may have any combination of three to seven letters or numbers.

After you type the password, touch the Done key.

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 forget your password, you will not be able to unlock and use your Simon. 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 of locking everything, or just the Mobile Office. If you lock everything, 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 and show the main Password screen. From this screen, you can

go quickly to the Phone or Mobile Office by touching the appropriate icon at the bottom of the screen.

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. If the current password is correct, then your Simon will no longer have password protection.

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.
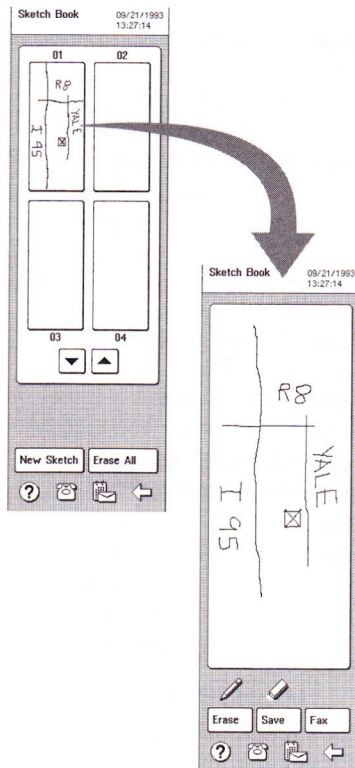
Erasing All Sketches

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. 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, 5 minutes, or 1 hour of disuse. 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 release a button or key.
Pager Beep	This feature produces a beep when you receive a phone page. (See "Phone Pager" on page 21 for more information about phone pages.)

Calendar Alarm   When this feature is on, you will hear a beep when a calendar alarm goes off. (See "New Entry" on page 41 for more information about setting calendar alarms.)

Error Beep   When Error Beep is on, you hear a beep whenever there is an error, and a pop-up message window appears.

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.

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
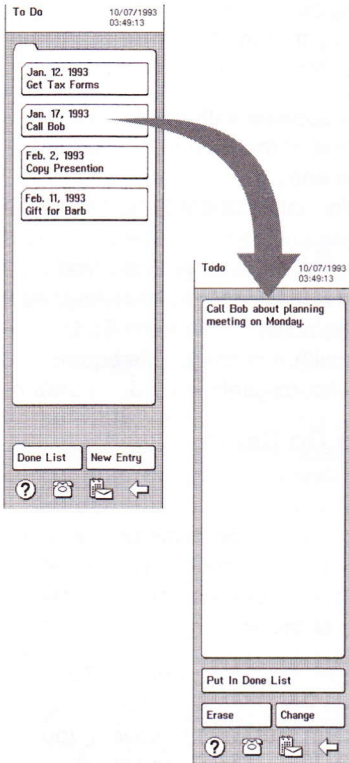
Using Keyboards

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.

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.

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.

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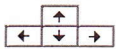
Cursor movement keys
Touch the arrow in the direction that you want to move the cursor (the line that shows where typed letters will appear).

Shift   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   Keyboard changes
Touch Menu to change keyboards or type (font) size.

Space   Spacebar
Touch Space to separate words and create blank spaces.

Del   Delete
Touch Del to erase, one character at a time, the characters under the cursor. The cursor is the line that shows where typed characters will appear.

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.
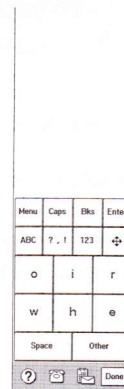
Help
Touch (?) when you need help for any feature.

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 (touch) 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**. Whether or not you are familiar with the Standard keyboard, you

might get faster results using the PredictaKey keyboard.

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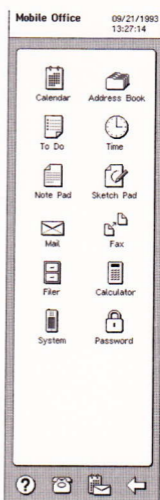You can select the numeric keypad if you only need to type numbers.

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

Quick Reference

The Phone screen

Phone   10/07/1993
               03:49:13

Phone   Home   No Svc
Is On

Signal Strength

1	ABC 2	DEF 3
GHI 4	JKL 5	MNO 6
PRS 7	TUV 8	WXY 9
*	0	#

Send	Redial	911
Clear	Last 10	Phone Pager
Phone Power	Menu	Quick Dial

The Mobile Office screen

Mobile Office   09/21/1993
                 13:27:14

Calendar   Address Book
To Do   Time
Note Pad   Sketch Pad
Mail   Fax
Filer   Calculator
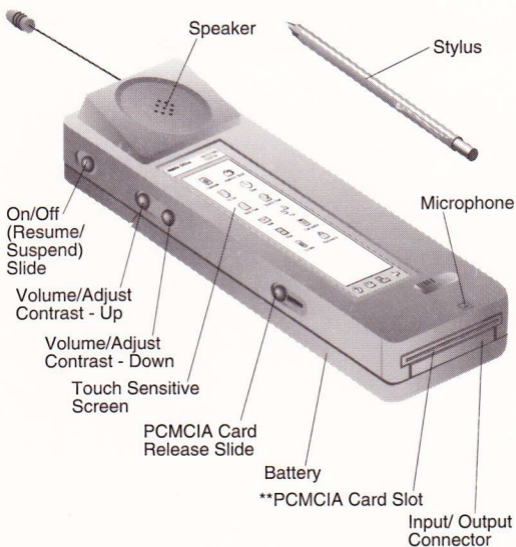System   Password

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

Icon	Meaning	Description
(?)	Help	Touch this icon to get information about how to use the current screen.
☎	Phone	If the phone rings, gently extend the antenna and touch this icon to answer. Touch this icon any other time to get to the main phone screen.
📇	Mobile Office	Touch this icon to go directly to the Mobile Office screen.
←	Back	Touch this icon to back up to the screen you were just on.

Service

If you have a problem with your Simon, 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.

Speaker — Stylus

On/Off (Resume/Suspend) Slide

Volume/Adjust Contrast - Up

Volume/Adjust Contrast - Down

Touch Sensitive Screen

PCMCIA Card Release Slide

Microphone

Battery

**PCMCIA Card Slot

Input/Output Connector

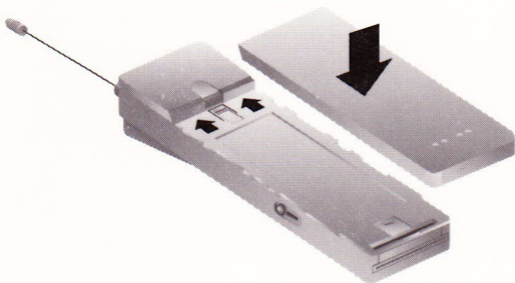On-screen buttons shaped like rectangles are action buttons.

On-screen buttons shaped like file folders contain a list of buttons.

On-screen buttons with clipped corners contain either text or a form.

Installing the battery

Line up the top edge of the battery with the bottom of the arrows, then push the battery in the arrows' direction to snap it in place.