H16 User Manual

ROM Version

061130

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Warranty

To be determined.

Packaging

The packing materials are recyclable. We recommend that you save all packing material to use should you need to transport your scanner or send it for service. Damage caused by improper packaging during shipment is not covered by the warranty.

IMPORTANT SAFETY INFORMATION

Please read the following information carefully before you start using this Opticon device to avoid any damages caused by improper usage:

- The device is not charged when you take it out of the box. The battery should be charged for at least 8 hours before first use. Do not remove the battery while charging.
- Do not use batteries, which have not been specified by the manufacturer, as this may cause leakage or rupture.
- Do not charge the battery with an unspecified AC Adapter, as this may cause damage to both the device and the battery.
- When discarding the batteries, dispose of them in a proper manner, according to the battery manufacturer's instructions and your local laws.
- Power off the device and remove the battery before inserting SIM card. Make sure the SIM card snaps correctly into the SIM socket.
- Do not open the device housing or tamper with the device, as it will void your warranty.
- Do not apply excessive force on this product, as it may cause damage to the screen or the internal components.
- Do not use the device at gas or refuelling stations, chemical plants, and places containing explosives or flammable materials. Observe local guidelines.
- Use only manufacturer specified stylus. Do not scratch the screen with sharp objects.
- Do not clean the screen with chemical detergents. Only use cloths, specifically designed for cleaning liquid displays, or a soft cloth moisturized with water drops, to wipe the device screen.

- Do not expose the device to direct sunlight, or leave the device in a humid environment, for extended periods of time, as this may cause damage to the device and battery.
- Do not immerse the device in water.
- The device may interfere with the navigation and/or communication systems on aircraft. The use of the device on aircraft is prohibited by laws in most countries. Observe local guidelines.
- This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics. Observe local guidelines.
- Use hands-free devices, if you need to use the telephony services, while driving a vehicle. Observe local guidelines.

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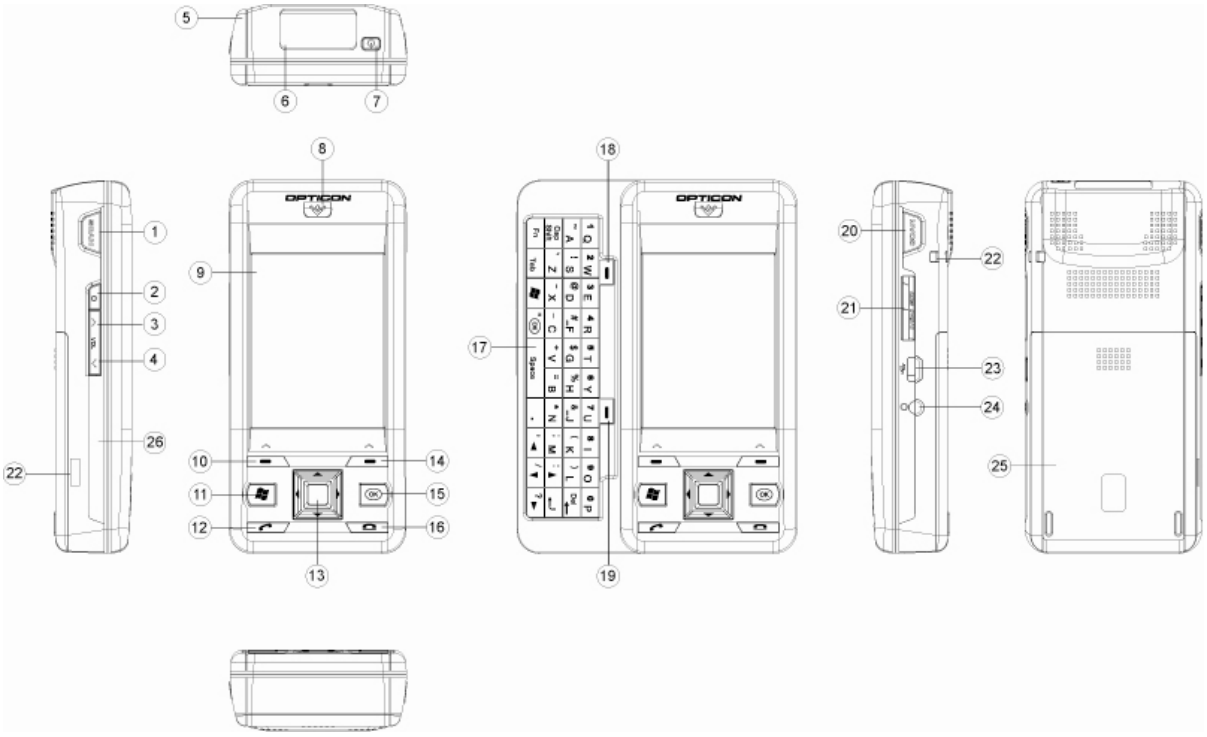
Chapter 1. Knowing Your Device

1.1 Introduction

Views of the Device



1	Scan key (Left)	Press the key to scan and decode barcode/QR code
2	Record key	Press and hold this key to record a voice note
3	Volume up	Press the Volume up button to turn up the device speaker volume
4	Volume down	Press the Volume down button to turn down the device speaker volume
5	Stylus	Write, draw, or make selection on the touch screen
6	Scanner	Point the reading window of the scanner in the direction of bar code/QR code
7	Power button	Power on or off the device
8	Telephone receiver	Listen to a phone call here
	Wi-Fi/Bluetooth LED	Indicates Wi-Fi/Bluetooth Status
	GSM/Battery LED	Indicates GSM/Battery LED
9	Display	2.8-inch TFT LCD with touch screen
10	Soft key 1	Performs the command shown in the label above the button
11	Start key	Pull down the Start menu
12	Send key(Talk key)	Press this key to dial or answer a call
13	5-way navigation key	Press this button up, down, left, or right to move through menus; carry out the selection by pressing the centre button.
	Microphone	Speak into the microphone when talking on the phone or recording a voice note

14	Soft key 2	Performs the command shown in the label above the button
15	OK key	Press OK key to make a selection
16	End key	End a call or close Phone application
17	QWERTY keyboard	A hardware keyboard similar to a standard one on your PC
18	Soft key 3	Performs the command shown in the label above the button
19	Soft key 4	Performs the command shown in the label above the button
20	Scan key(Right)	Press the key to scan and decode bar code/QR code
21	Mini-SD card slot	Insert a mini-SD card to expand device memory
22	Eyelet for wrist strap	Fix a wrist strap here
23	Mini USB connector	Mini USB connector for PC sync and battery charging
24	Earphone Jack	Connect a 2.5 mm Earphone
	Speaker	Listen to audio media or listen to a phone call hands-free
25	Battery pack	Remove to place battery and SIM card
26	RESET button/hole	Press the RESET button to soft-reset your device

Be sure to press the POWER button to switch the device to sleep mode before resetting the device or replacing the battery, otherwise unsaved work or settings may be lost.

Hardware Keyboard

Besides the on-screen keyboard, this device is equipped with a QWERTY keyboard. Please slide the main screen to the right to reveal it.

To enter capital letters/numbers, or to delete/back by using the hardware keyboard:

	The "Fn" key is used to access the symbols in blue on the keypad. Press this key once and the Fn icon appears; the next character you enter will be a symbol or number. You can also hold down the "Fn" key and press another key at the same time to enter its corresponding symbol.
	Press this key once, the next character you enter will be a capital letter. Hold down this key and press another key at the same time to enter capital letters constantly. Press the "Fn" key once (Fn appears) then press this key to type all letters as capitals.
	Press this key to erase the letter in the left side of the cursor. Press the "Fn" key once (Fn appears) then press this key to delete the first letter in the right side of the cursor. To disable the "Fn" key, press it again (Fn will disappear).

The Stylus

- Use the stylus to tap a selection, to drag-and-drop an item, to write, or to draw on the touch screen.
- Tap and hold the stylus on the screen, icon is displayed and then a pop-up submenu is displayed.

Notification LEDs

The device has 2 notification LEDs: the left is Wi-Fi/Bluetooth LED and the right is GSM/Battery LED.

Bluetooth/Wi-Fi LED tells you about the device's Bluetooth/Wi-Fi status:

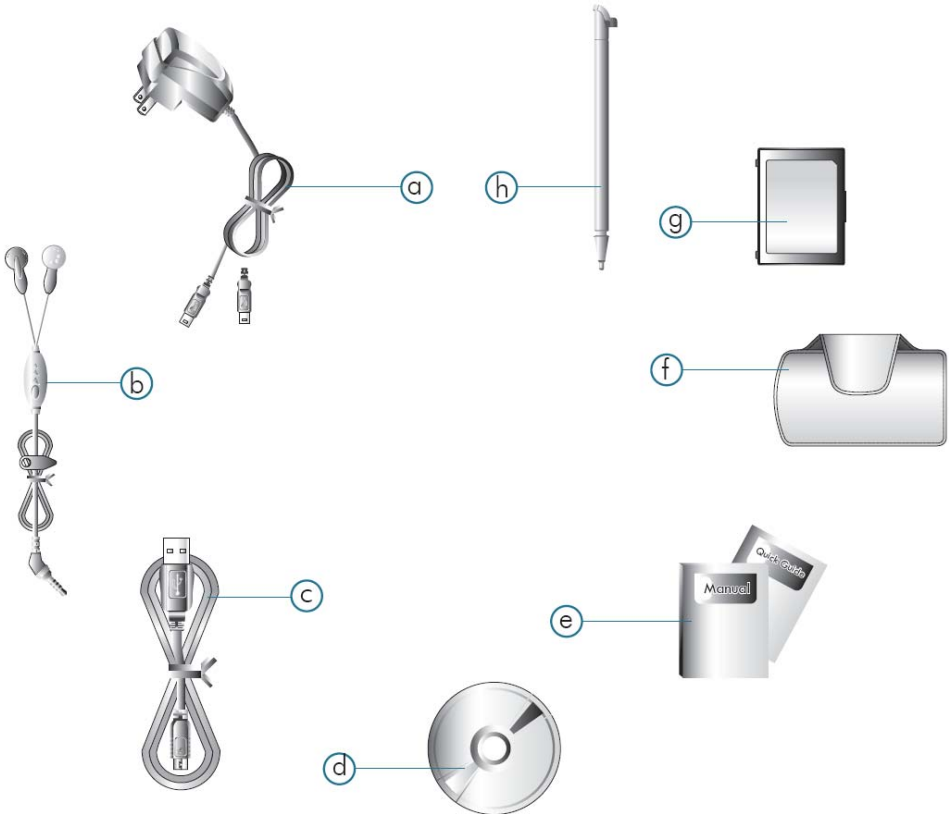
Color	Bluetooth on	Wi-Fi on
Green	Off	Blink
Blue	Blink	Off

Green and blue blink alternately while both Bluetooth and Wi-Fi are on.

GSM/Battery LED lets you know that you have unanswered calls or tells you about the device's GSM/battery status:

Color	Missed Call/ Low Power	GSM on (battery full)	GSM on (battery low)	Charging
Red	Blink	Off	Blink	Off
Orange	Off	Off	Off	Constantly on
Green	Off	Blink	Off	Off

1.2 Accessories



A	AC Adapter	Recharge the device battery
B	Stereo headset	Listen to a phone conversation hands-free
C	USB Cable	Connect the device to a PC
D	Pouch	Protect the device
E	Stylus	Write, draw, or make selection on the touch screen
F	User Manual/Quick Guide	Provide instructions of device functions
G	Getting Started CD	Windows Mobile™ Getting Started Disc
H	Battery	Rechargeable Li-ion polymer battery

1.3 Install SIM card and Battery

Installing the SIM Card

If you want to use phone features, you must install a GSM SIM card.

- Push the back cover down and slide it open.
- Place the SIM card in the SIM card slot with the gold contacts facing down. The SIM card's cut-off corner should match the cut-off corner in the SIM card slot.

Installing the Battery

- Place the battery in position by pressing it's protrusions on the side of the battery against the sockets inside the battery slot.
- Press the battery down into the battery slot and close the back cover.

The device contains a rechargeable Li-ion polymer battery completely discharged and should be charged for at least 8 hours before first use. Use only manufacturer-specified original batteries. Damages caused by using batteries not specified by manufacturer are not covered under warranty.

1.4 Battery Information

Battery performance depends on many factors, including your wireless service provider's network configuration, signal strength, the temperature of the environment in which you operate your phone, the features and/or settings you select and use, items attached to your phone's connecting ports, and your voice, data, and other program usage patterns.

Battery life estimates (approximations):

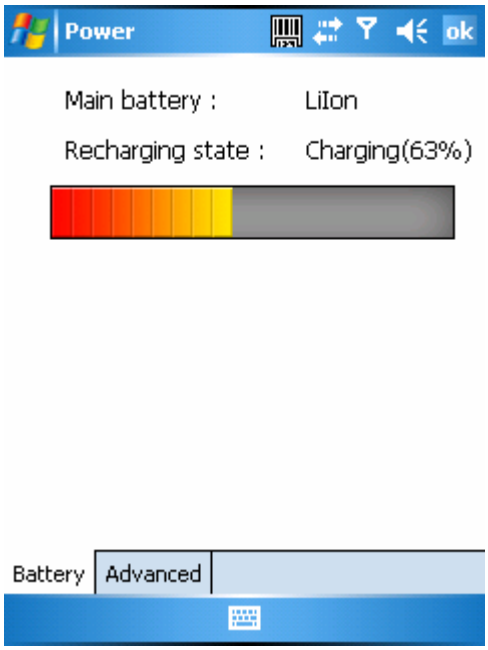
- Talk time: 4 hours
- Standby time: 150 hours

Reducing Risk of Fire or Burns

- Do not attempt to open, disassemble, or service the battery pack.
- Do not crush, puncture, short external contacts, or dispose of in fire or water.
- Do not expose to temperatures above 60°C (140°F).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery as stipulated by local regulation.

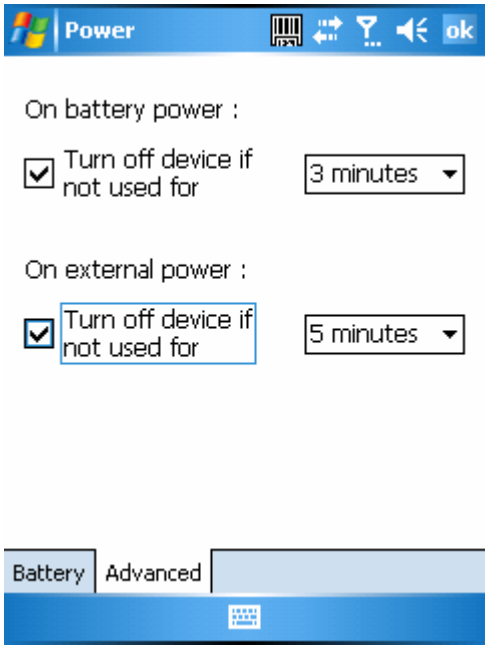
Checking the Battery Power

- Tap > **Settings** > **System** tab > **Power**.



Optimizing the Power Performance

- Tap > **Settings** > **System** tab > **Power** > **Advanced**, and adjust the time for turning off the device if it is not in use.



Managing a Low Battery

When the low-battery warning appears, do the following:

1. Immediately save your current data.
2. Start charging the battery or turn off your phone.

Charging the Battery

1. To charge the battery, place the battery into the battery slot correctly. See previous section for how to install the battery.
2. Do one of the following:
   - Connect the device with the AC adapter and plug the AC adapter into a power outlet.
   - Connect the device to a PC with the USB cable.

To charge the device with the USB cable, you must connect the device to a functioning USB port on a PC that is powered on.

1.5 Mini-SD Cards

Mini-SD is one of the most popular formats for mobile devices. Your device contains a mini-SD card slot in which you can expand the device's memory up to 1GB. Mini-SD provides functions such as built-in security for copyrighted content along with great performance for storing music, video, and photographs.

Inserting a Mini-SD Card into the Device

Insert the mini SD card with the logo side down and push into place until it clicks down and is held in place.

Mini-SD cards can only be inserted in one direction. Inserting the card in the wrong direction by force can cause damage to the card and the card slot.

Removing a Mini-SD Card from the Device

1. Gently press the mini-SD card inward and the card will eject itself.
2. Take out the mini-SD card from the card slot by hand. You may feel some resistance.

Chapter 2. Basic Operations

2.1 Getting Started

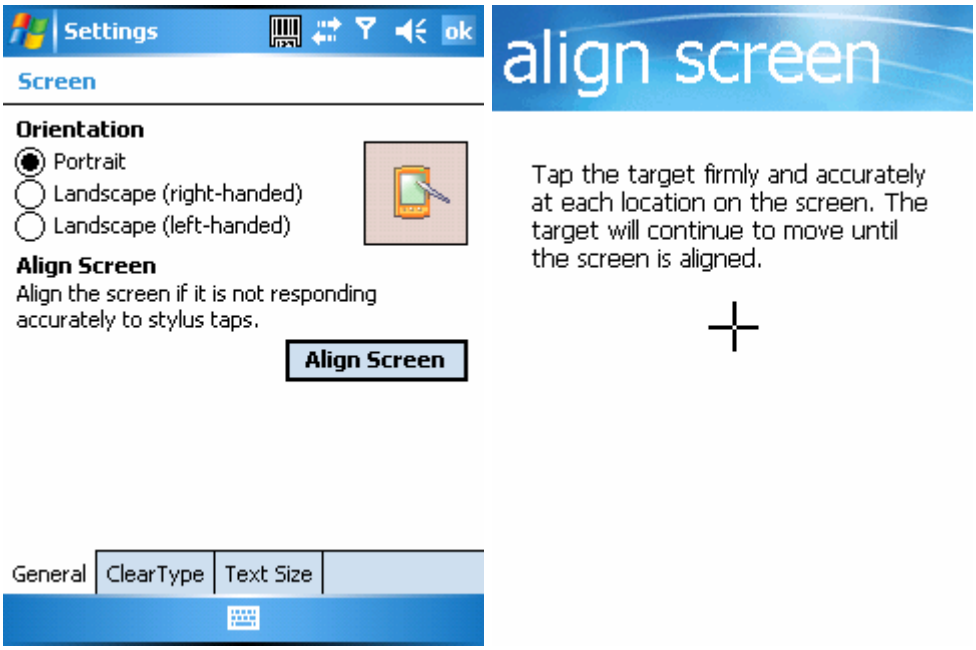
Powering On/Off the Device

Press the POWER button to turn on the device. The POWER button is located on the top side of the device. When you power on the device for the first time, you are asked to calibrate the device. Please refer to the "Calibrating your device" section in this chapter for calibration steps. Press the POWER button again to switch the device to sleep mode. You can still receive phone calls and messages when the device is operating on sleep mode. To power off the device completely, press and hold the POWER button for 3 seconds and the system will prompt you to power off the device.

Calibrating Your Device

Calibrating the device ensures the tapped item is activated. To calibrate your device, tap the center of the cross with the stylus as the cross moves around the screen. If you would like to re-calibrate the device, follow the steps below:

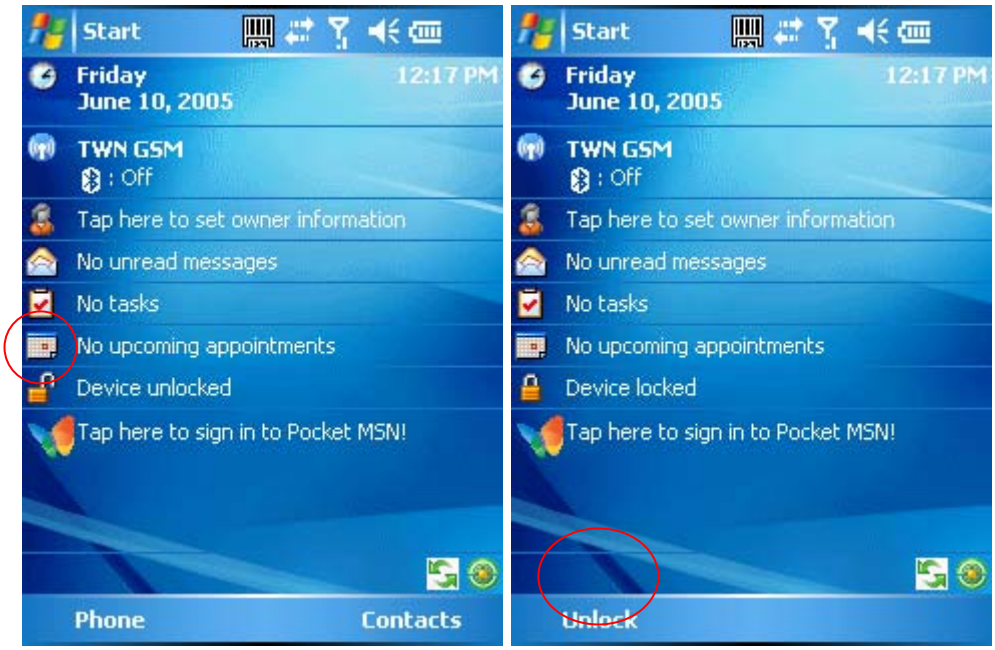
1. Tap > **Settings** > **System** tab > **Screen**.
2. Tap the **Align Screen** button and follow the on-screen instructions.



Locking/Unlocking the Device

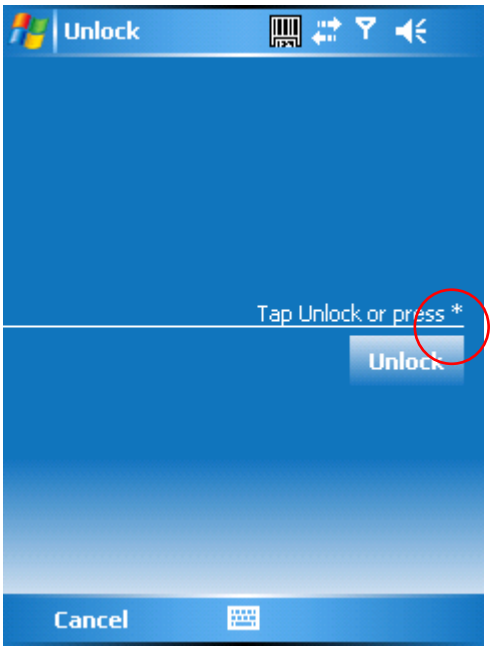
Locking the device turns off keyboard and touch screen functionality. This is a helpful feature if, for example, the device is turned on and in your pocket, and you want to prevent accidental key presses.

- To lock the device, tap on the icon on the Today Screen. Once the device is locked, the left soft key label changes to **Unlock**.



You can still receive calls and make emergency calls when the keypad is locked.

To unlock the device, tap the **Unlock** button on the Today screen first, a screen as below will show. Press the "Fn" key and * to unlock the device, or just tap the **Unlock** button on the screen.



2.2 Input Methods

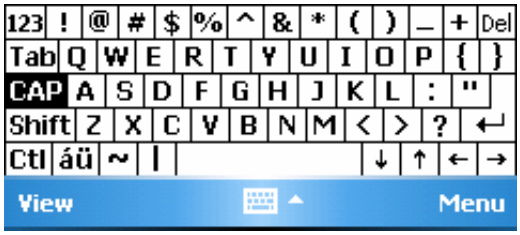
The device contains 4 different input methods: Keyboard, Letter Recognizer, Block Recognizer, and Transcriber.

Icon	Input Method
	Keyboard
	Letter/Block Recognizer
	Transcriber

Keyboard

- Tap to launch the on-screen keyboard. If on-screen Keyboard is not the selected input method, tap the input method selector arrow (the upward arrow next to the input method icon) and select **Keyboard**.
- To enter text, tap the keys on the on-screen keyboard.

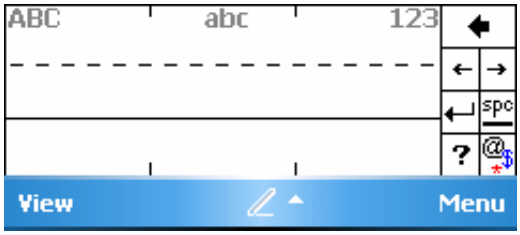
- Tap the CAP key on the on-screen keyboard to enter capital letters and/or symbols.



Letter Recognizer

Letter Recognizer recognizes one letter, number, or symbol at a time.

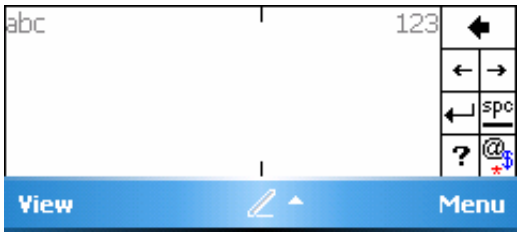
- To launch Letter Recognizer, tap the input method selector arrow (the upward arrow next to the input method icon) and select **Letter Recognizer**.
- Write uppercase letters in the left recognition area (the ABC box).
- Write lowercase letters in the middle recognition area (the abc box).
- Write numbers and symbols in the right recognition area (the 123 box).



Block Recognizer

Block Recognizer recognizes letters written in one stroke.

- To launch Block Recognizer, tap the input method selector arrow (the upward arrow next to the input method icon) and select **Block Recognizer**.
- Write lowercase letters in the text recognition area (the abc box).
- Write numbers and symbols in the numeric recognition area (the 123 box).
- To input symbols, tap any recognition area, text or numeric, once and write symbols.



Tap **?** in Letter or Block Recognizer to see a demo on how to write recognizable

Transcriber

Transcriber recognizes handwritings in cursive and/or print. It uses the full screen as its recognition area. It interprets the movement of the stylus on the screen as you write.

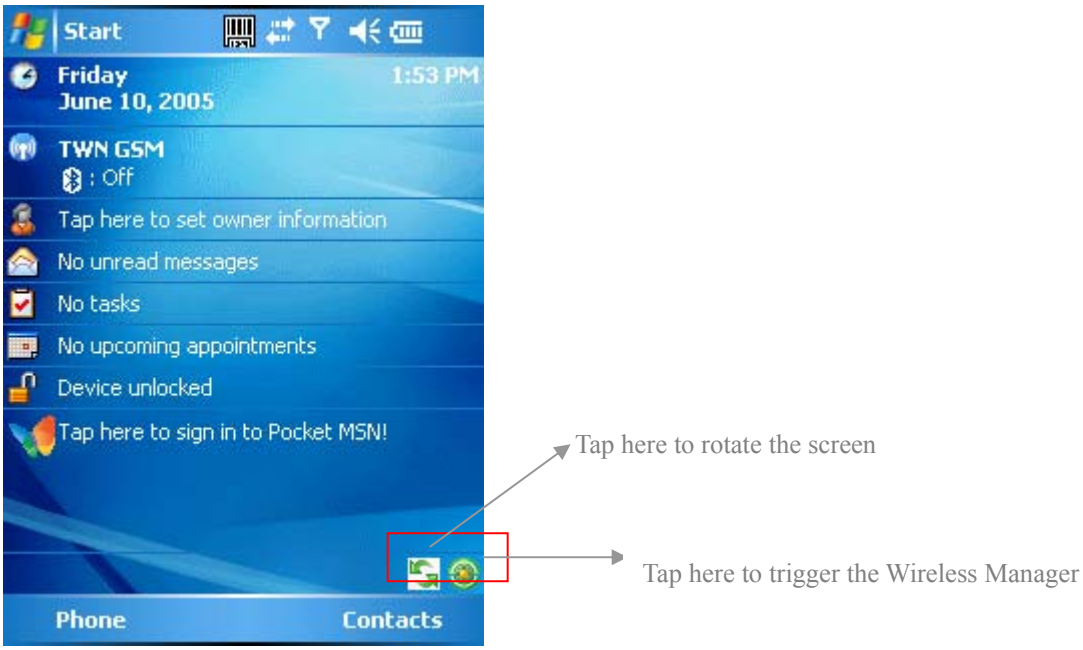
- To launch Transcriber, tap the input method selector arrow (the upward arrow next to the input method icon) and select **Transcriber.**
- Write anywhere on the screen.

The Transcriber comes with a detailed help. Tap ? if you need further assistance.

2.3 Today Screen Components

Today Screen

The Today Screen is usually the first screen that appears when you turn on the device for the first time each day. It displays a summary of information for the day, shows you the system status and contains a list of shortcuts to programs. The Today screen looks like this:



1	Date and time
2	Wireless status (GSM, Wi-Fi, and Bluetooth)
3	Owner information
4	Unread messages including text messages, MMS messages, and e-mails
5	Active tasks
6	Upcoming appointments
7	Device lock status
8	Sign in to Pocket MSN

You can also access the Today screen by selecting **Today** from the Start menu.

To change the items showed in the Today screen, tap > **Settings** > **Today** >

Icon Indicators

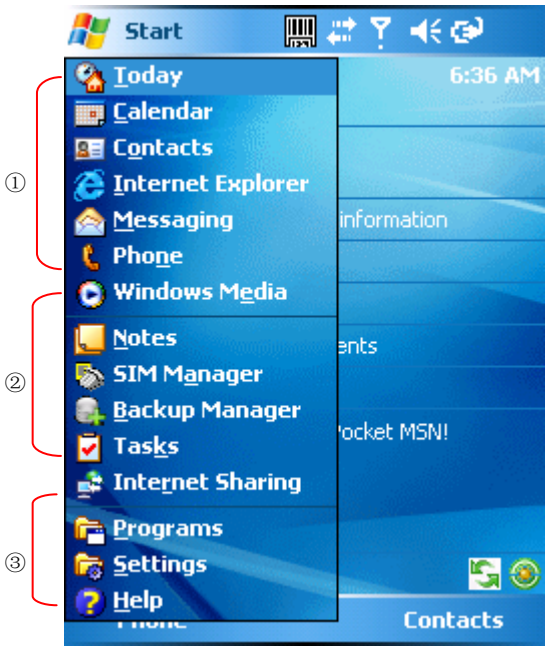
Status indicators appear at the top of the screen and on the Toady screen. The following table lists common status indicators and their meanings.

	New e-mail or text message (SMS)		Connection is not active
	New voice mail		Synchronization in progress
	New instant message		Ringer on
	Voice call		Ringer off
	Voice call in progress		Roaming
	Data call in progress		No Voice mail
	Calls are forwarded		Voice mail Lines 1
	Call on hold		Call Forwarding Lines 1

	Missed call		Alarm
	Battery level		GPRS available
	Low battery		GRPS in use
	Critical (low) battery level		No SIM card installed
	Extremely low battery		Wi-Fi connection in progress
	Battery charging		Ringer in vibration mode
	Signal strength		Function key on
	Bluetooth bonding in progress		Synchronization error
	No signal		Barcode reader off
	Flight mode		Barcode reader on
	No service		PC Connection is active

2.4 The Start Menu

The Start menu is divided into 3 groups as described in the following:



1	Commonly used items
2	Recently accessed applications
3	List of all programs, device settings, and system help

List of All Programs

The following table lists icons of the programs that are already installed on your device.

	ActiveSync	Synchronizes information between your device and a PC. See "Chapter 4. Synchronizing Information" for details.
	Calculator	Performs basic arithmetic and calculations such as addition, subtraction, multiplication, and division.
	Download Agent	Lets you download Windows Mobile updates.
	Excel Mobile	See "10.2 Excel Mobile" for details.

	File Explorer	Lets you organize and manage the files on your device.
	Games	Windows Mobile comes with 2 games: Bubble Breaker and Solitaire.
	Internet Sharing	Lets you use your device as an external modem for a PC, connecting through an USB port and Bluetooth.
	Notes	See "2.7 Notes" for details
	Pictures & Video	Collects, organizes, and sorts picture and video files in the My Pictures folder on your device or on a storage card.
	Pocket MSN	Lets you send and receive instant messages with your MSN Messenger contacts.
	PowerPoint Mobile	See "10.3 PowerPoint Mobile" for details.
	Search	Searches the data stored in your device.
	Tasks	Keeps track of your tasks. See "2.8 Tasks" for details
	Terminal Services Client	Allows you to log on to a PC running Terminal Services or Remote Desktop. (and use all the resources available on that PC)
	Word Mobile	See "10.1 Word Mobile" for details.

2.5 Settings

Personal

	Buttons	Configure the device's buttons.
	Input	Input method configurations.
	Lock	Set a password to unlock the device.
	Menus	Configure the Start menu.
	MSN Options	Configure MSN services.
	Owner Information	Enter information about the owner of the device.
	Phone	Configure the Phone features. See "Chapter 3 Phone Features" for details.
	Sounds & Notifications	Configure program and event sounds.
	Today	Configure the Today screen items and theme.

System

	About	Windows Mobile information and device name.

	Backlight	Configure the display backlight.
	Barcode Setting	Change settings of barcode scanner
	Certificates	Manage personal and root certificates.
	Clock & Alarms	Set time and alarms.
	DeviceInfo	Display the device software and hardware version.
	Error Reporting	Enable or disable Microsoft product error reporting.
	Factory Reset	Lets you reset all settings to manufacturer default.
	Memory	Memory and process management.
	Power	Power management settings.
	Regional Settings	Configure the device's locale.
	Remove Programs	Remove an installed application.
	Screen	Lets you align the screen. See "Calibrating Your Device" of Chapter 2 for details.

Connections

	Beam	Turn on/off the beam feature.
	Bluetooth	Configure Bluetooth settings. See "Chapter 5 Bluetooth/Infrared Connections" for detail.
	Connections	Configure the device's connections.
	Network Cards	Configure Network adapter.
	USB to PC	Enable/Disable advanced network functionality.
	Wireless Manager	Turn on/off wireless and phone features with the Wireless Manager.

2.6 Using Calendar

Use Calendar to schedule appointments, including meetings and other events. Your appointments for the day can be displayed on the Today screen. If you use Outlook on your PC, you can synchronize appointments between your device and PC. You can also set Calendar to remind you of appointments with a sound or flashing light, for example.

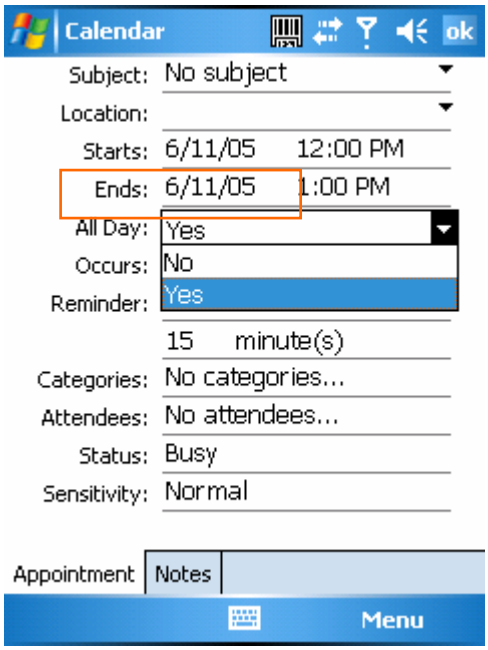
You can look at your appointments in several different views (Day, Week, Month, Year, and

Agenda). To see detailed appointment information in any view, tap the appointment. For information about changing the Calendar view, see Change views in Calendar.

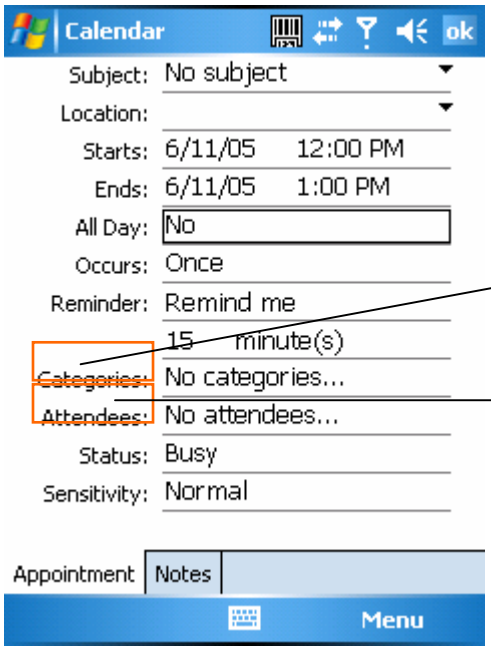
Scheduling an Appointment

1. Either tap > **Calendar** or tap the appointment reminder on the Today Screen.

2. Tap **Menu** > **New Appointment**.
3. Enter information about the appointment.
4. To schedule an all-day event, under **All Day**, select **Yes**.



5. Select categories and attendees.

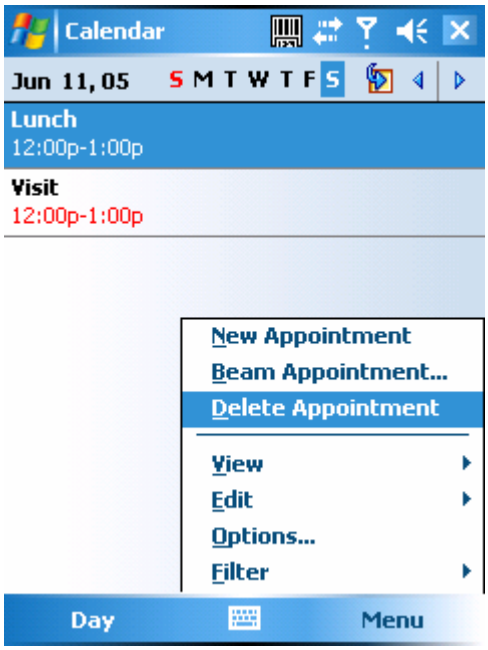


6. Tap ok.

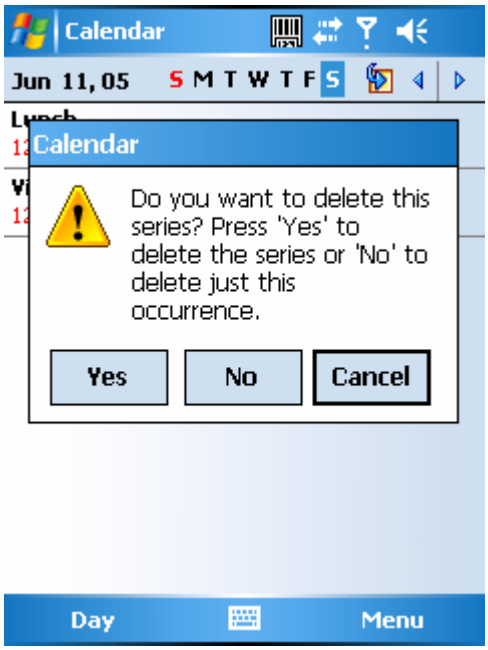
> All-day events do not occupy blocks of time in Calendar; instead, they appear in banners

Deleting an Appointment

1. Tap > **Calendar**.
2. In Agenda view, select the appointment to delete.
3. Tap **Menu** > **Delete Appointment**.



4. If the appointment is recurring, tap **Yes** to delete the series, or tap **No** to delete only the current occurrence.



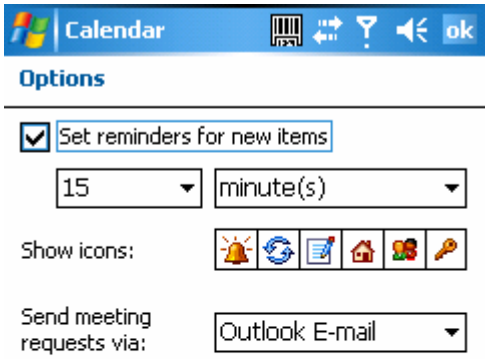
When you delete an appointment in Calendar on your phone, it is also deleted on your PC the next time you synchronize. If the appointment has not been synchronized with a PC, it will be deleted only form the phone.

Calendar items can be deleted only from Agenda view or from an open calendar appointment. To delete from other views, open the appointment, and Tap **Menu** > **Delete**.

Changing the Reminder Time

By default, the reminder time is set 15 minutes prior to an appointment.

1. Tap > **Calendar**.
2. Tap **Menu > Options**.
3. Tap **Appointment** tab and change the time.



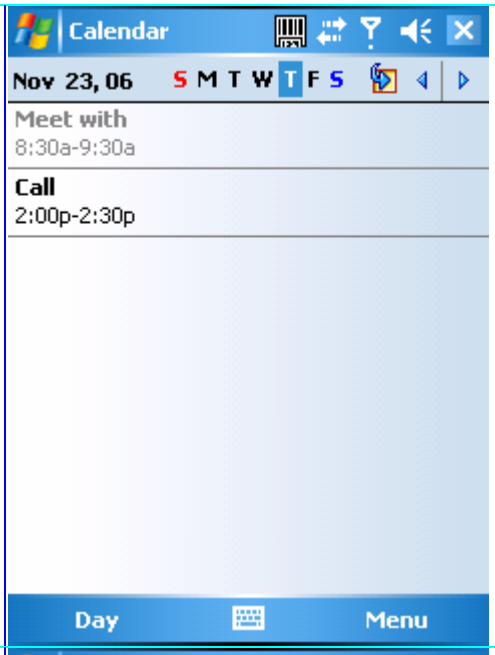
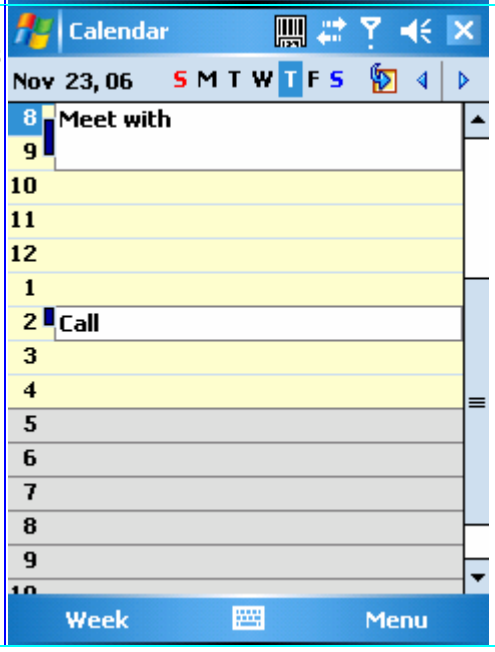
4. Tap ok.

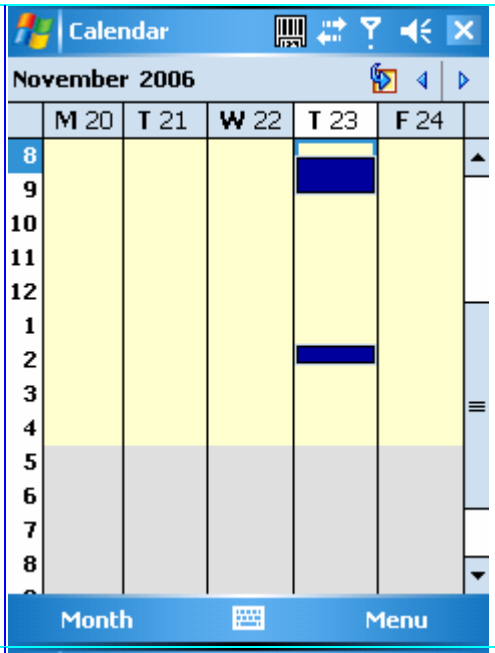
Changing Calendar Views

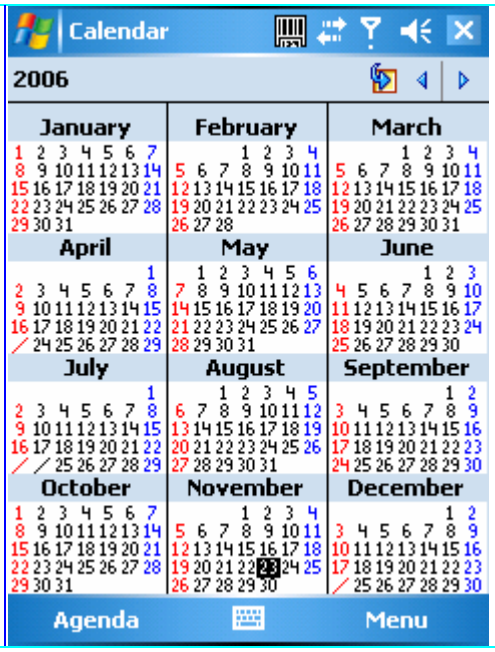
You can look at your appointments in Agenda, Day, Week, Month or Year view. To see detailed appointment information in any view, tap the appointment. To see a list of available actions for an appointment, tap and hold the appointment.

1. Tap > **Calendar**.
2. Tap **Menu** > **View** and select the view you want.

View	See	Screen

Agenda	Your current day's activities at a glance. Upcoming appointments are bold; past appointments are dimmed.	
Day	Your schedule for a single day in a day-planner layout. Free and busy times in time slots of 1/2 hour or 1 hour.	

Week	Your schedule for the whole week.	
Month	Your free and booked days for a month: : Current day : morning appointment : afternoon appointment : morning and afternoon appointments : all-day event with time not marked free	

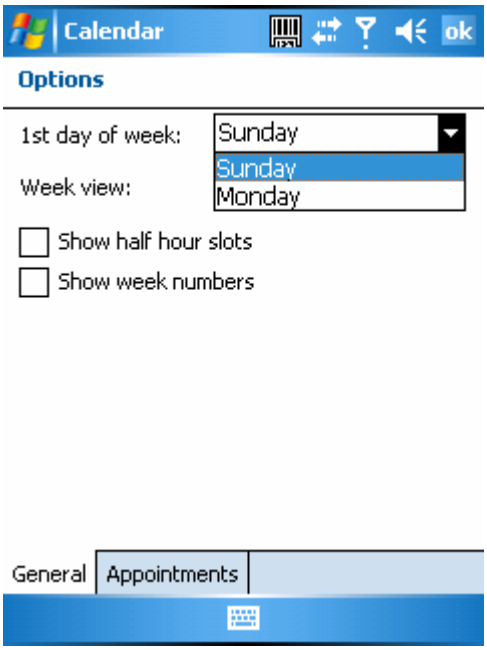
Year	A calendar for the entire year.	

In Month view, a date will appear in red when the Holiday category is assigned to any appointment for that day.

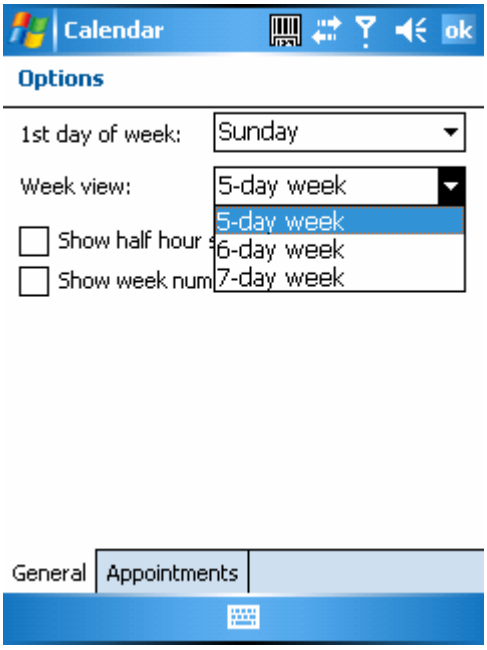
You can also change the view by tapping Agenda, Day, Week, Month, or Year on the menu bar.

Changing the Display of the Work Week

1. Tap > **Calendar**.
2. Tap **Menu** > **Options** and do one of the flowing:
   - To specify the first day of the week, in **1st day of week**, tap **Sunday** or **Monday**.



- To specify the number of days you want to appear in a week, in **Week view**, tap **5-day week**, **6-day week**, or **7-day week**.



3. Tap ok.

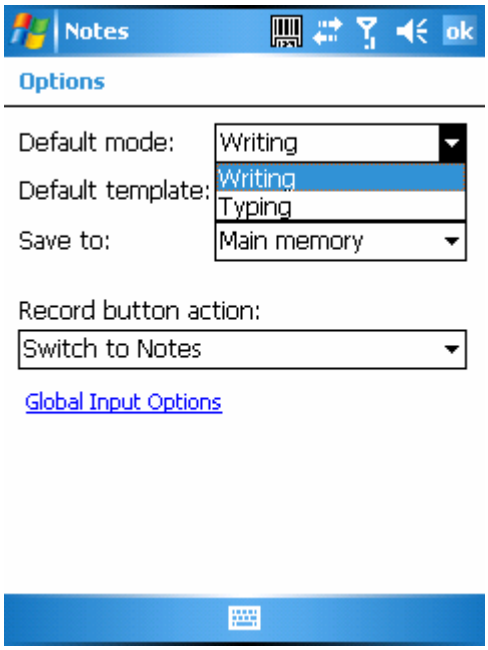
2.7 Using Notes

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

Your notes and recordings are displayed in the note list. If you have a long list, tap the sort list (labeled Name by default), and select the option you want. To open a note or play a recording, tap it. To see a list of available actions for a note or recording, tap and hold the note or recording.

Setting the Default Input Mode

1. Tap > **Programs** > **Notes**.
2. Tap **Menu** > **Options**.
3. Select one of the following modes in **Default mode**:
   - Select **Writing** if you prefer your notes to be handwritten.
   - Select **Typing** if you would like your notes to be typed.

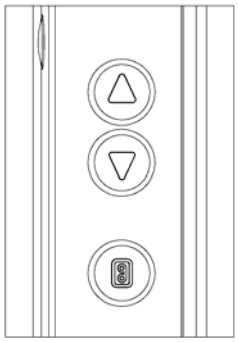


4. Tap ok.

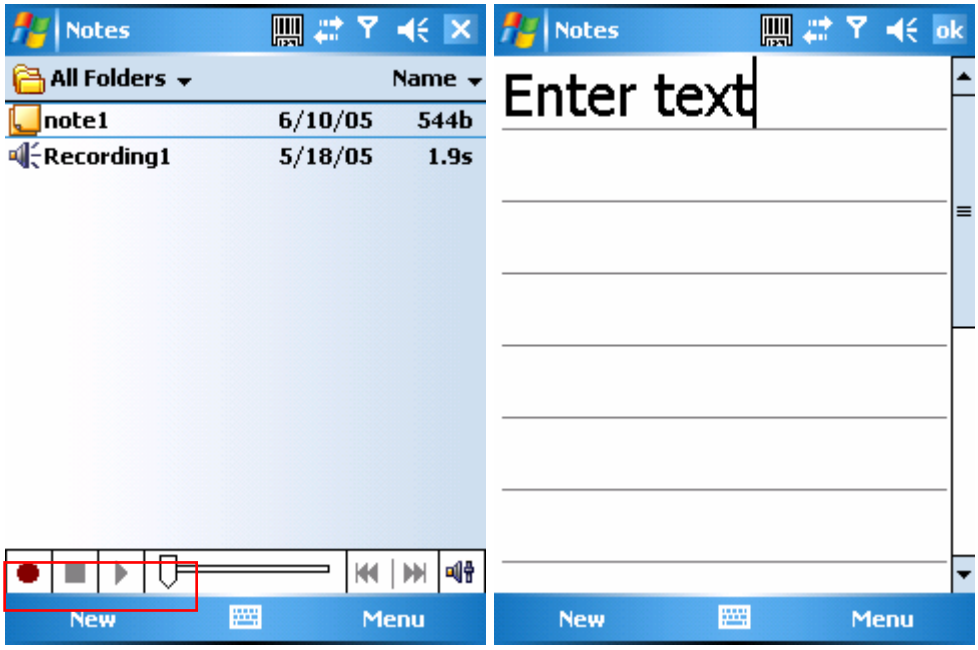
Creating a Note

1. Either tap > **Programs** > **Notes** or press the Voice Record button on the left side of the device.

Press the Voice Record button on the left side to launch Notes.



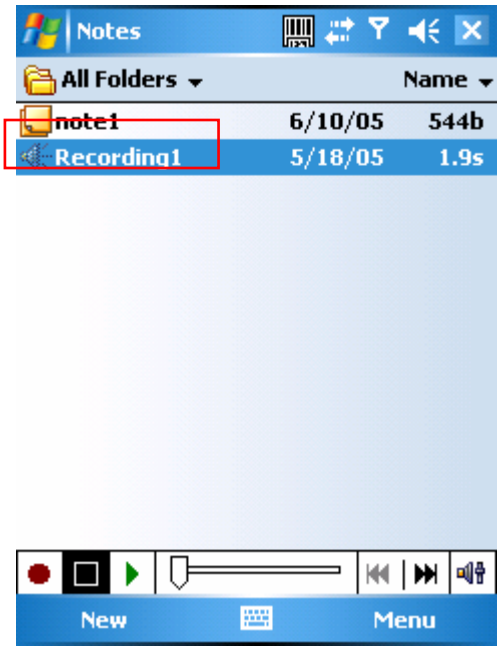
2. Tap **New** and enter text.



3. Tap ok to save your note.

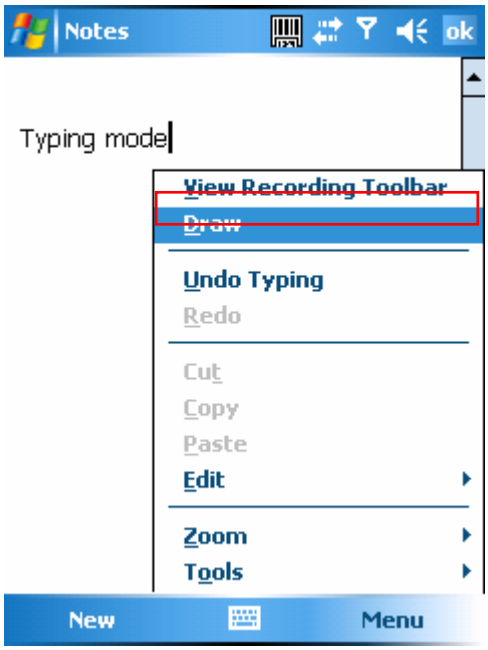
Creating a Stand-alone Voice Recording

1. Tap > **Programs** > **Notes**.
2. If the recording toolbar is not shown, tap **Menu** > **View Recording Toolbar**.
3. Tap the RECORD button on the recording toolbar and speak to the device's microphone to record your voice in the notes list.
4. Tap the STOP button on the recording toolbar when finished.
5. Tap ok to return to the notes list. In the notes list a stand-alone voice recording is listed with a icon.

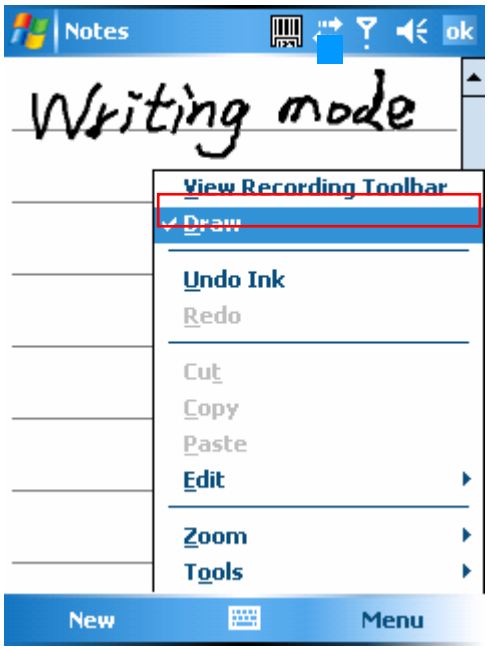


Switching between Typing/Writing Modes

1. Tap > **Programs** > **Notes**.
2. Create a new note or open an existing note from the notes list.
3. Tap **Menu** > **Draw** to switch to a different mode.



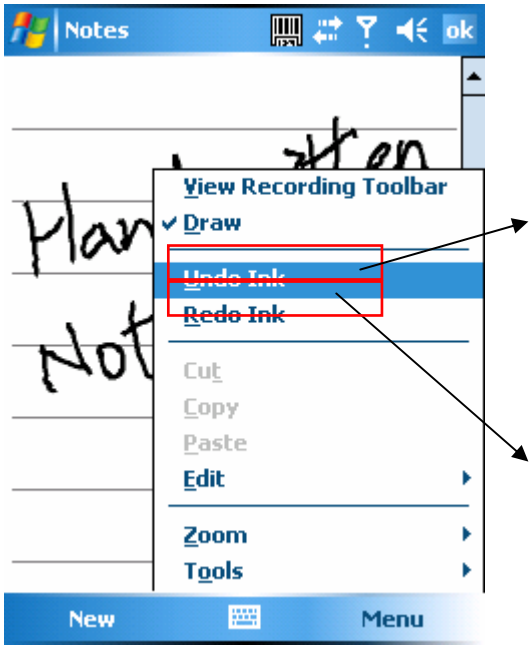
While in typing mode, tap Draw to switch to writing mode



While in writing mode, tap Draw to switch to typing mode

Editing a Handwritten Note

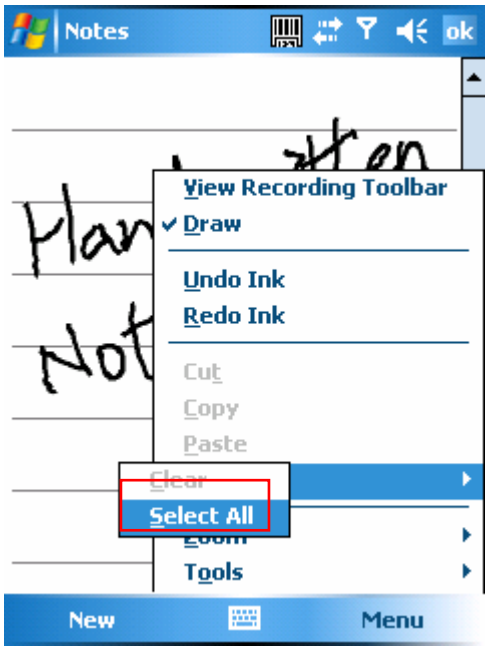
- Undo Ink/Redo Ink



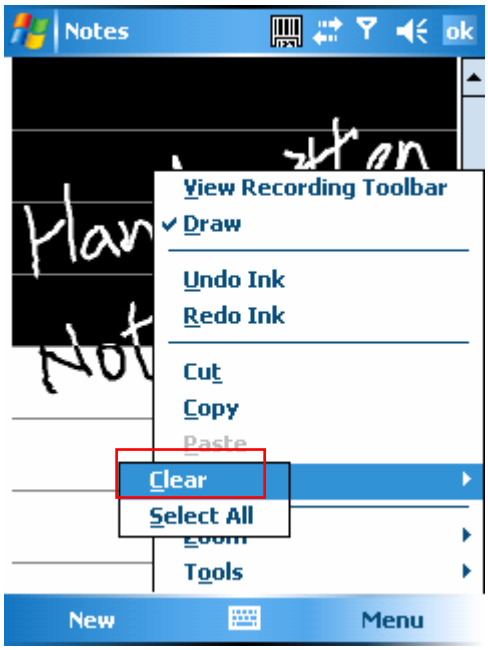
Tap **Undo Ink** to cancel or reverse an action.

Re-execute an undone action by tapping **Redo**.

- Select All/Clear



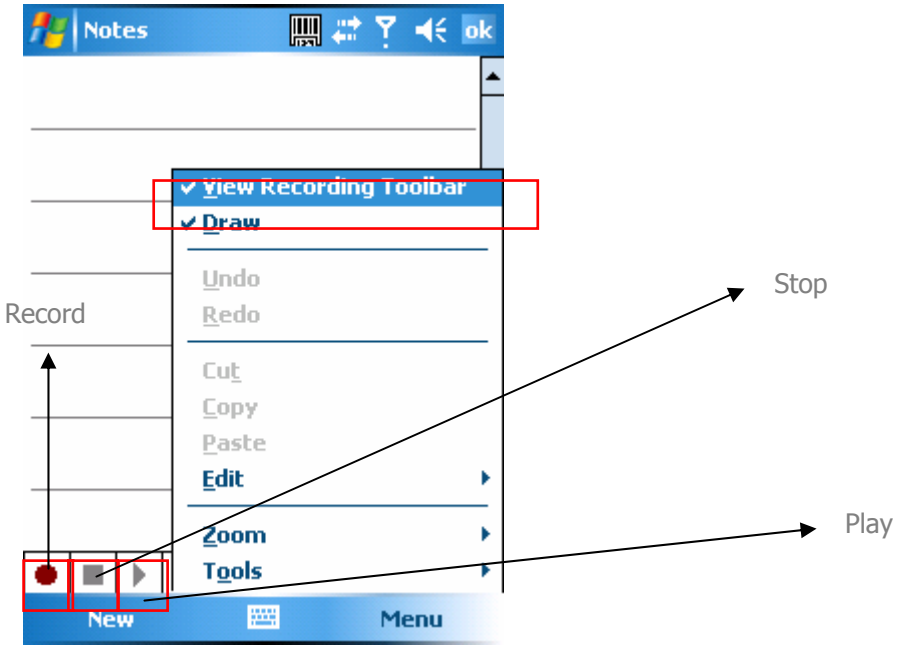
Tap **Select All** to select all handwriting



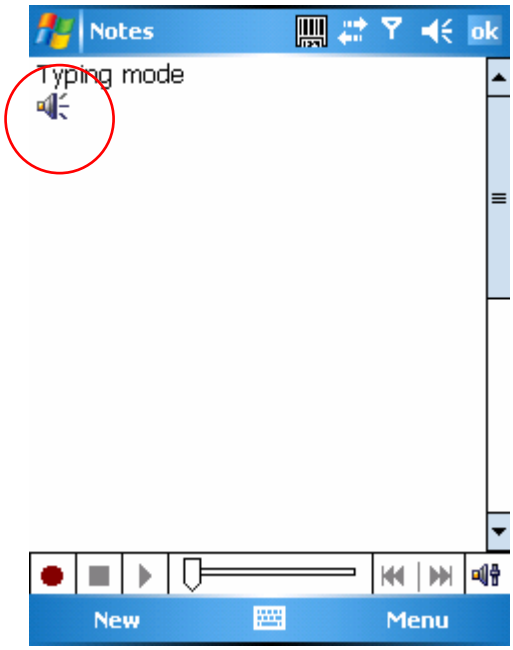
Tap **Clear** to clear selected handwriting

Adding a Voice Recording to a Note

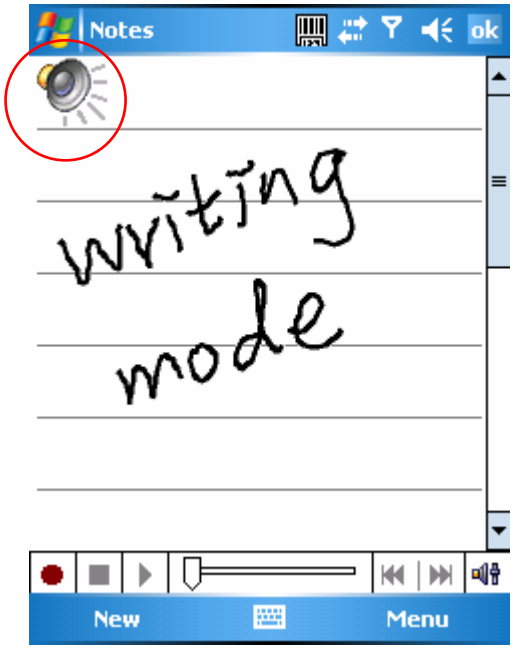
1. Tap > **Programs** > **Notes**.
2. Create a new note or open an existing note from the notes list.
3. If the recording toolbar is not shown, tap **Menu** > **View Recording Toolbar**.



4. Tap the **RECORD** button on the recording toolbar and speak to the device's microphone.
5. Tap the **STOP** button on the recording toolbar when finished.
6. Tap ok to return to the notes list if you are adding a voice recording to a note.



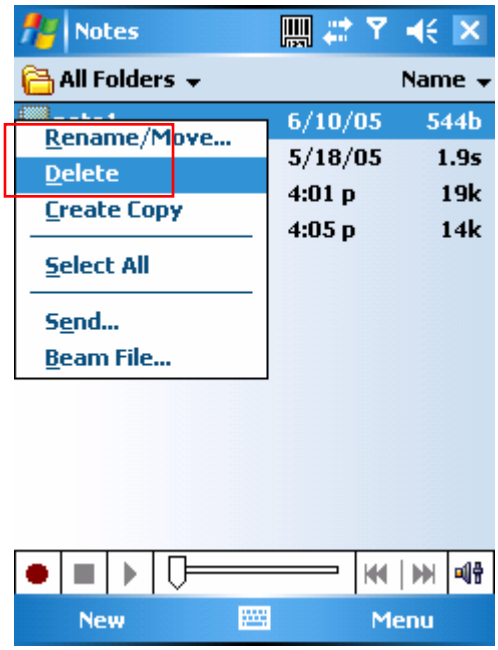
Add a voice recording to a note in typing mode



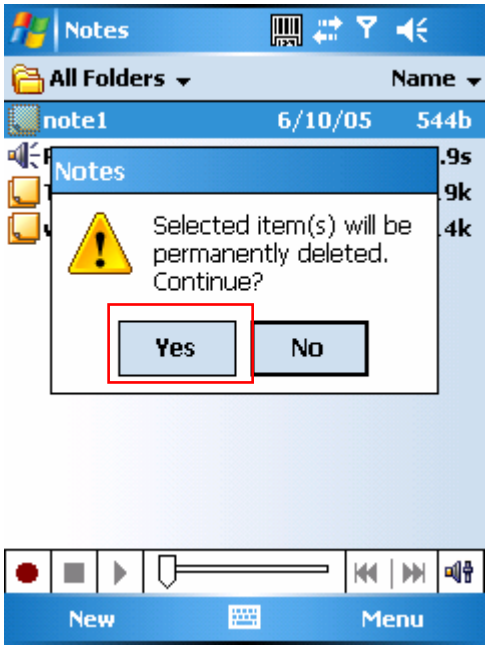
Add a voice recording to a note in writing mode

Deleting a Note

1. Tap > **Programs** > **Notes**.
2. Tap and hold the note and tap **Delete**.

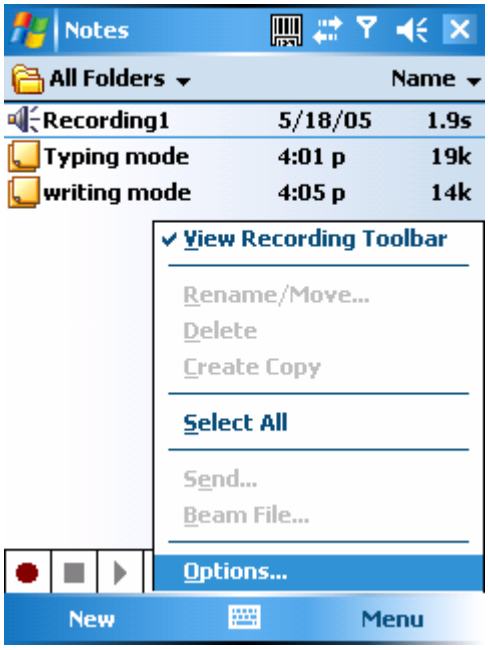


3. Tap the **Yes** button to delete the selected note.

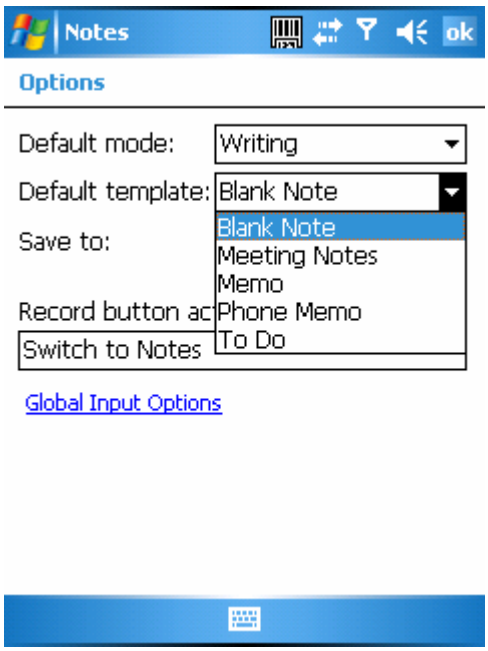


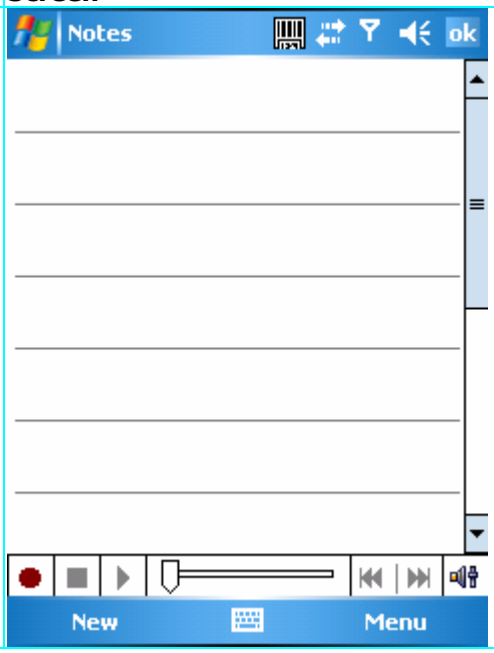
Creating a Default Template

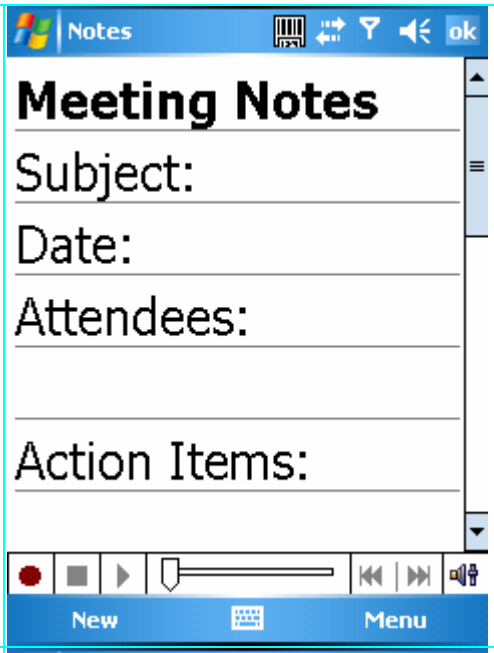
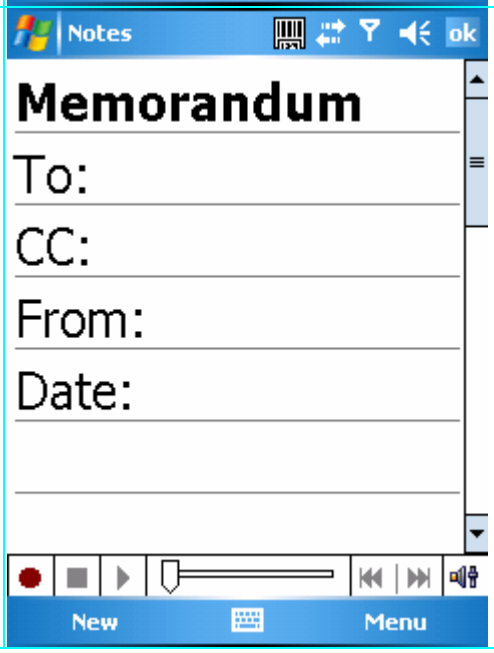
1. Tap > **Programs** > **Notes**.
2. Tap **Menu** > **Options**.

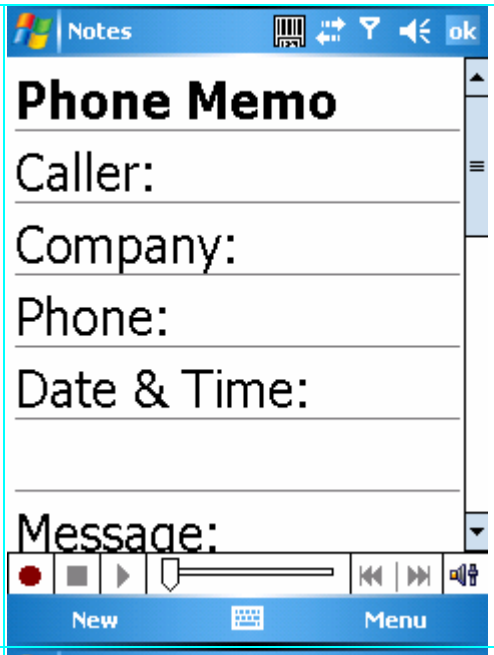
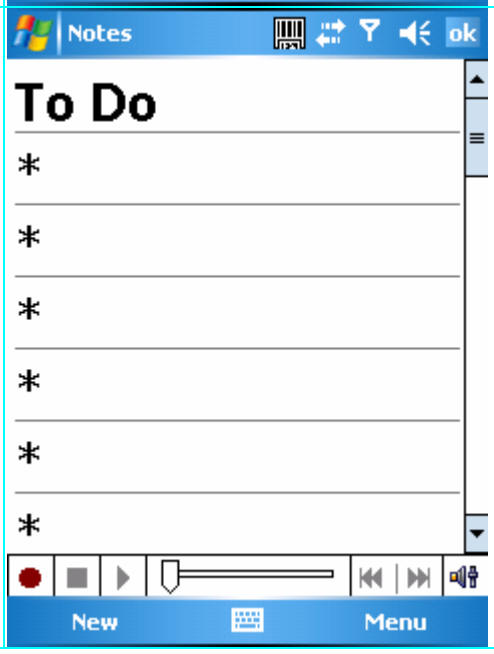


3. Select a template from Default template.



Template	Screen
Blank	

Meeting Notes	
Memo	

Phone Memo	
To Do	

2.8 Using Tasks

Use Tasks to keep track of things you need to do. A task can occur once or repeatedly (recurring). You can set reminders for your tasks and you can organize them by using categories.

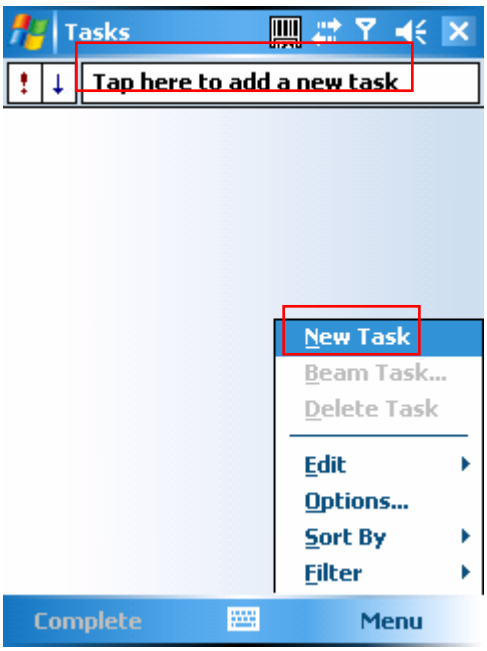
Your tasks are displayed in a task list. Overdue tasks are displayed in red.

If you use Outlook on your PC, you can synchronize tasks between your device and PC so that tasks you create or update on your PC will also be updated on your device and vice versa.

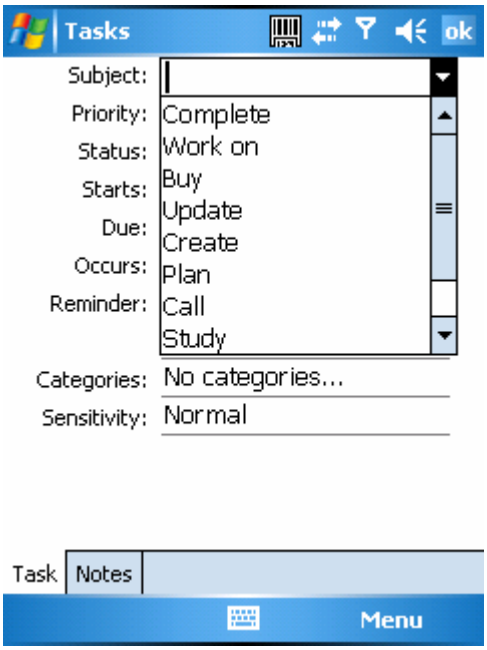
To quickly see the number of active tasks you have, tap **Start** > **Today**.

Creating a Task

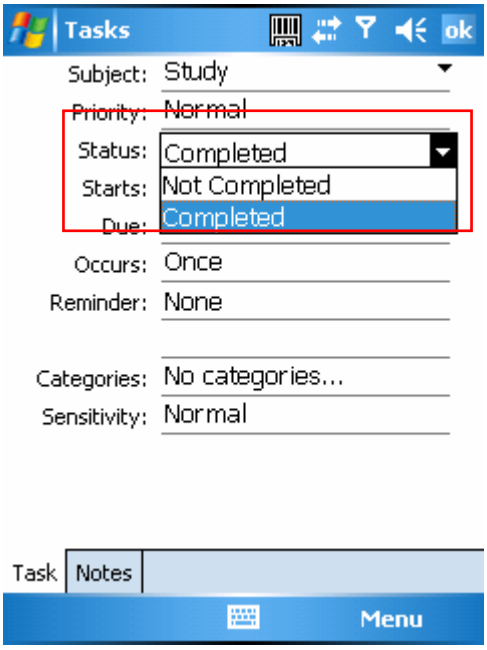
1. Tap > **Programs** > **Tasks**.
2. Do one of the following:
   - In the **Tap here to add a new task** box enter the task name and press ENTER key.
   - Tap **Menu** > **New Task** and enter details about the new task.



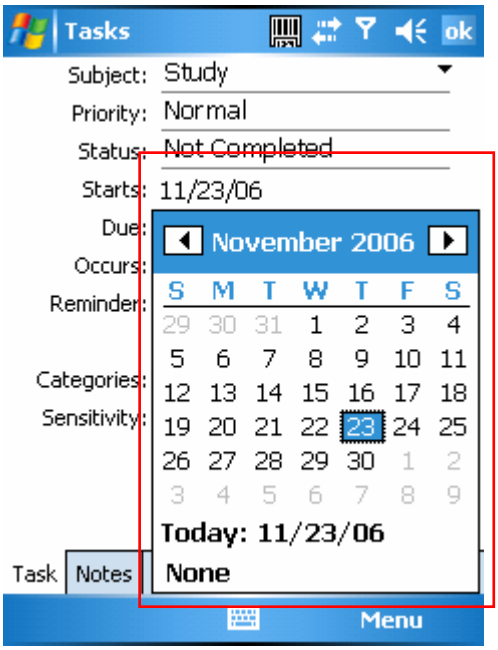
1. Enter or select a subject.



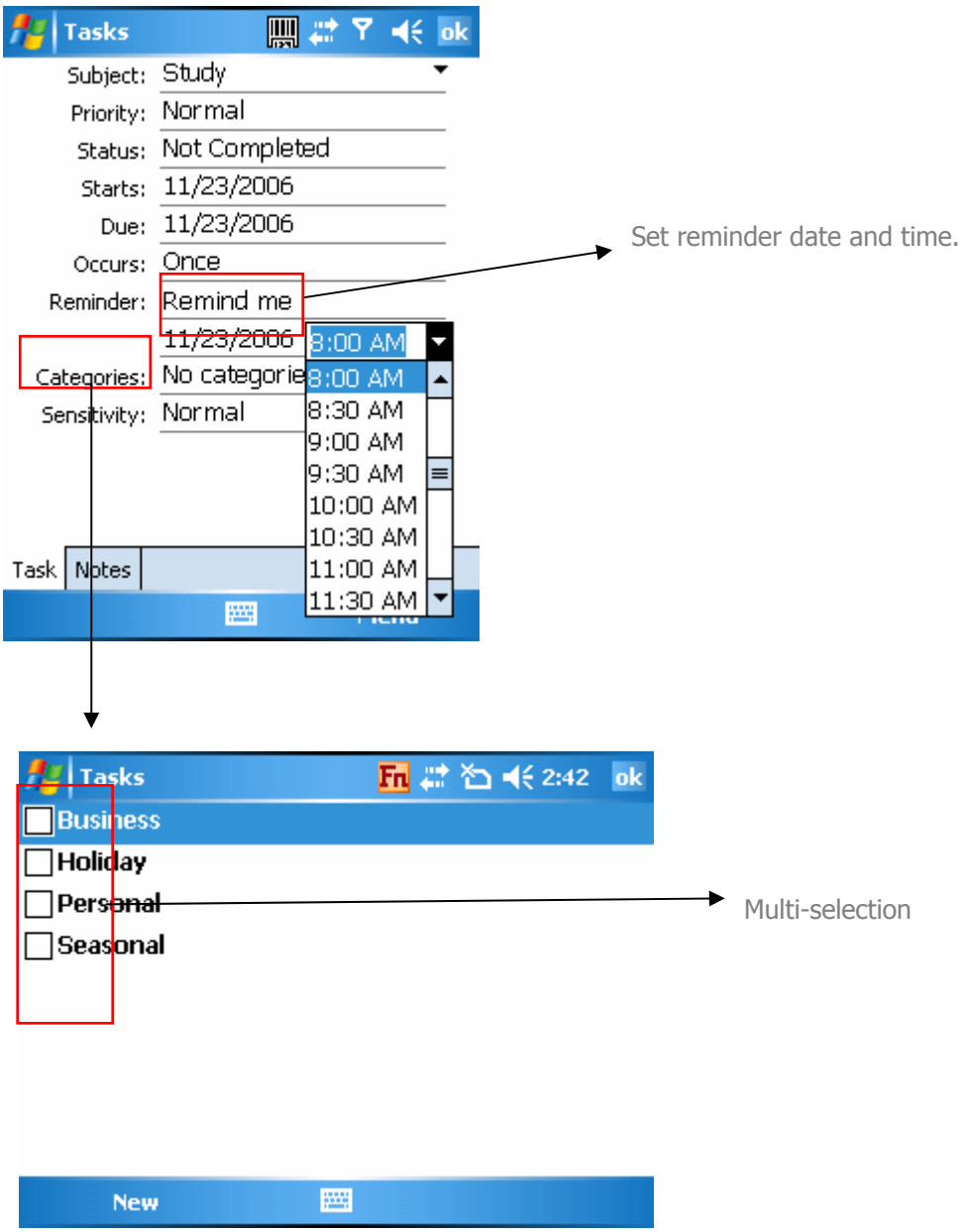
2. Select a completion status.



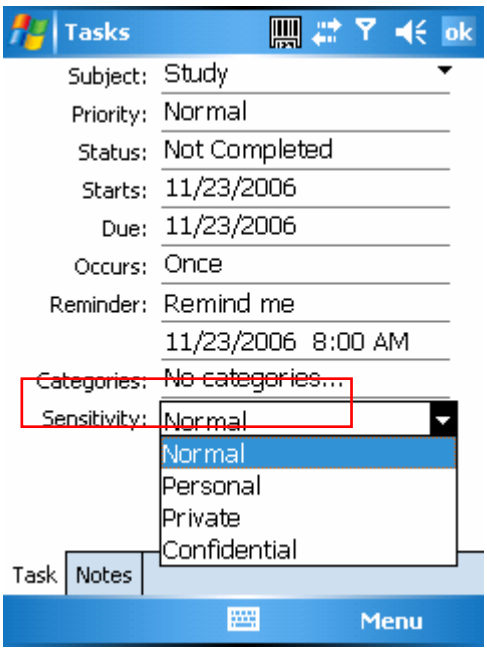
3. Pick the start and due time.


Tasks
ok
Subject: Study
Priority: Normal
Status: Not Completed
Starts: 11/23/06
Due:
Occurs:
Reminder:
Categories:
Sensitivity:
November 2006
S M T W T F S
29 30 31 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 1 2
3 4 5 6 7 8 9
Today: 11/23/06
None
Task
Notes
Menu

4. Set a reminder date/time and pick a task category.



5. Select task sensitivity.

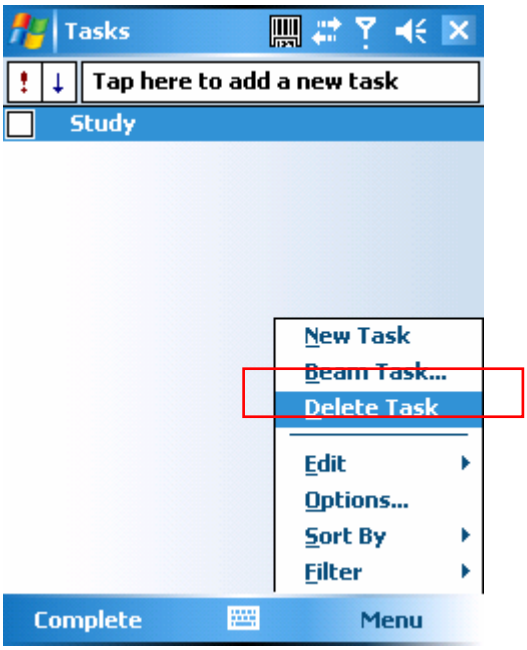


You can synchronize information on your phone with your PC to keep your task list up to date in both locations.

If you create a new task with a reminder on your PC and then synchronize tasks with your phone, the reminder will play at the time it was set on your PC.

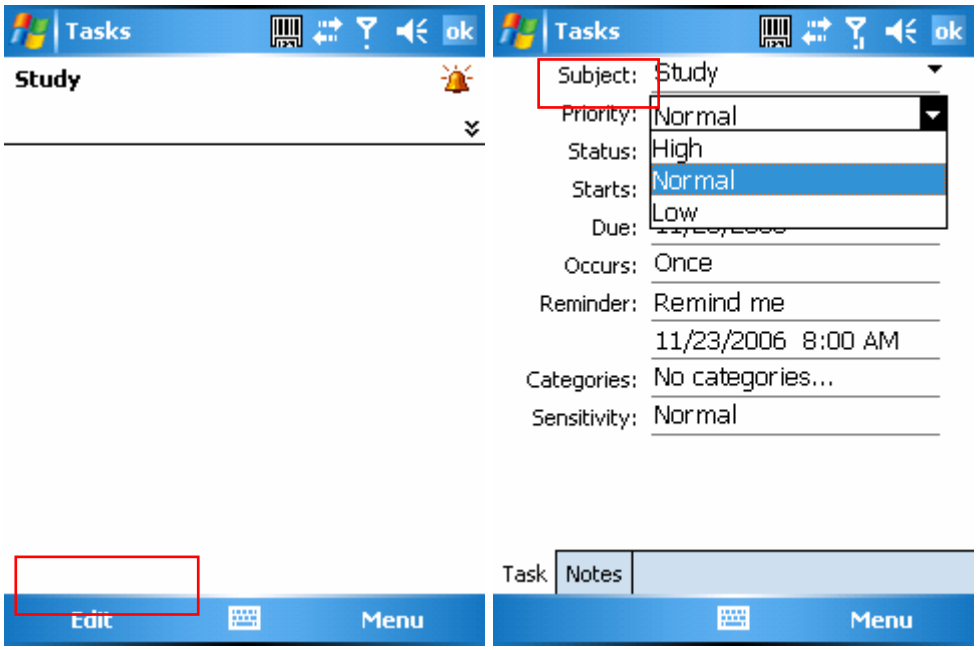
Deleting a Task

1. Tap > **Programs** > **Tasks**.
2. Select the task, and tap **Menu** > **Delete Task**.



Changing Task Priority

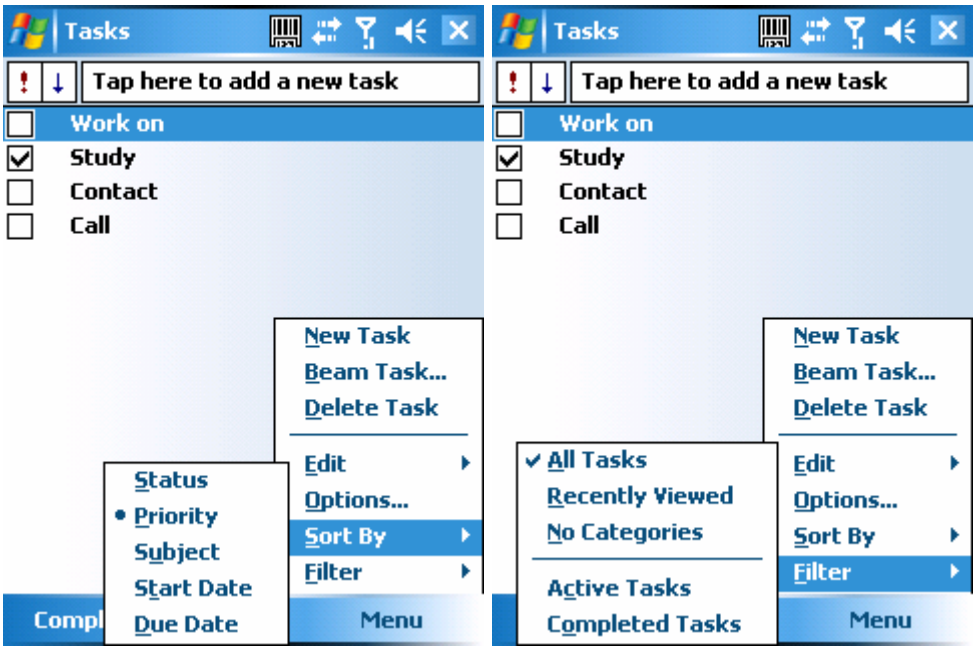
1. Tap > **Programs** > **Tasks**.
2. Select the task, and tap **Edit**.
3. In the **Priority** box, select a priority.



Sorting/Filtering Your Tasks

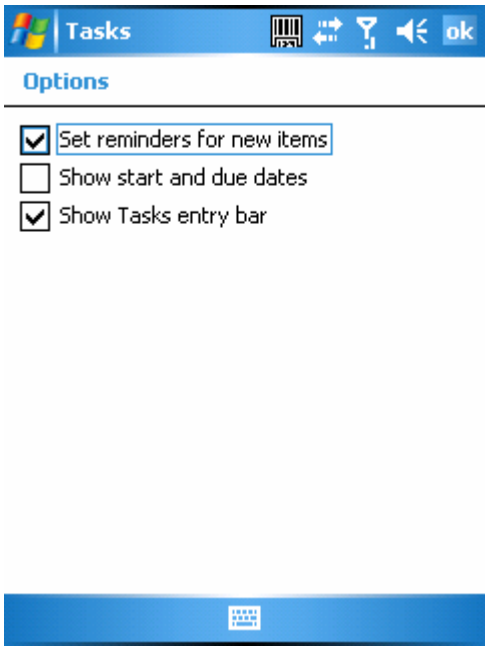
1. Tap > **Programs** > **Tasks**.
2. Do one of the following:

- To sort the tasks, tap **Menu** > **Sort by** and select a sorting option.
- To filter the tasks by category, tap **Menu** > **Filter** and select a category to display.



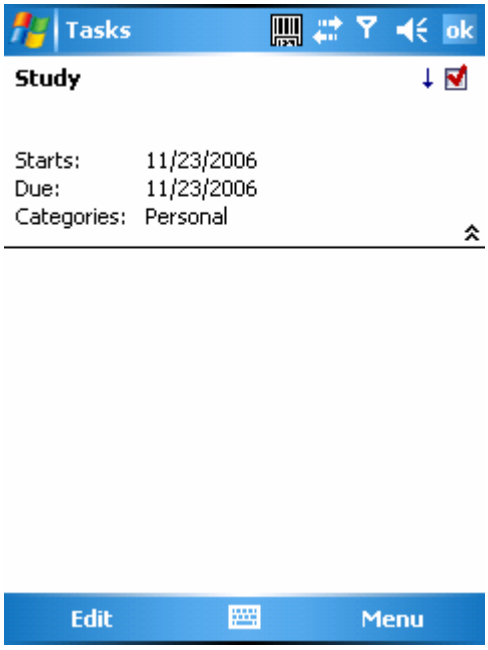
Setting Tasks Options

1. Tap > **Programs** > **Tasks**.
2. Tap **Menu** > **Options**, there are 3 options you can set:
   - Set reminders for new items
   - Show start and due dates
   - Show Tasks entry bar



Viewing Task Details

1. Tap > **Programs** > **Tasks**.
2. Tap twice on a task to view the details.



Charter 3. Phone Features

3.1 Using the Phone

You can use your phone to make, receive, and keep track of calls, and send text messages (SMS, Short Message Service) and MMS (Multimedia Messaging Service) messages. You can also dial a phone number directly from Contacts, and easily copy SIM contacts to Contacts on the phone.

The Phone Screen

From the Phone screen, you can open, call, or find a contact, and even save a new number in Contacts. To access the Phone screen, do any of the following:

- Press Talk ( ).
- Tap > **Phone**.

Activating PIN Security

Most Subscriber Identity Module (SIM) cards are preset with a personal identification number (PIN) that is provided by your wireless service provider. When PIN Security is activated, you need to enter the PIN whenever you use your phone.

1. Tap > **Settings** > **Phone** > Select **Require PIN when phone is used**.
2. Enter the preset PIN provided by your wireless service provider.
3. Tap **Enter**.

If your PIN is entered incorrectly three times, the SIM card will be blocked. If this happens, you can unblock it with the PIN Unblocking Key (PUK) obtained from your wireless service provider.

Setting Ring Tones

You can choose how to be notified for incoming calls, reminders, new messages, alarms, and more.

To set a ring tone for incoming calls:

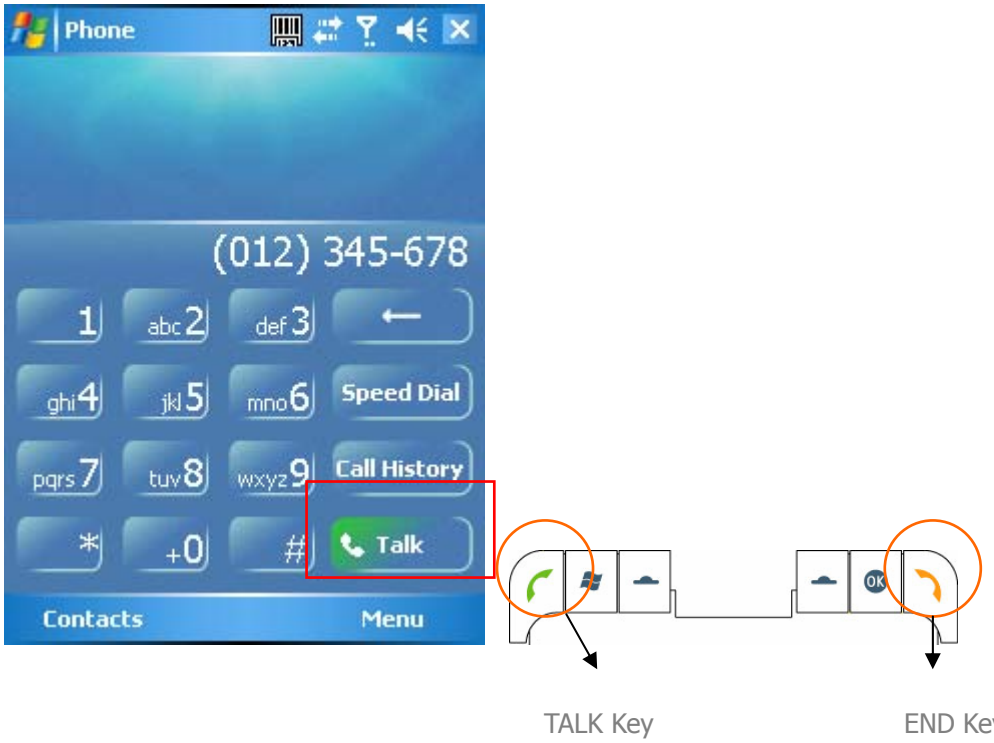
1. Tap > **Settings** > **Phone**.
2. In the Ring tone list, select a ring tone.
3. Tap ok.

To adjust the earpiece volume during a call, press the VOLUME control on the phone side panel. Adjusting the volume at any other time can affect the ring and notification and MP3 sound levels.

3.2 Making a Call

Making a Call by Entering a Phone Number

1. On the Phone screen, begin entering the phone number.
2. Do one of the following:
   - If you see the number or contact name to call, select it, then tap [**Talk**] or press the **TALK** key.
   - If you do not see the number or contact name, finish entering the number, then tap [**Talk**] or press the **TALK** key.

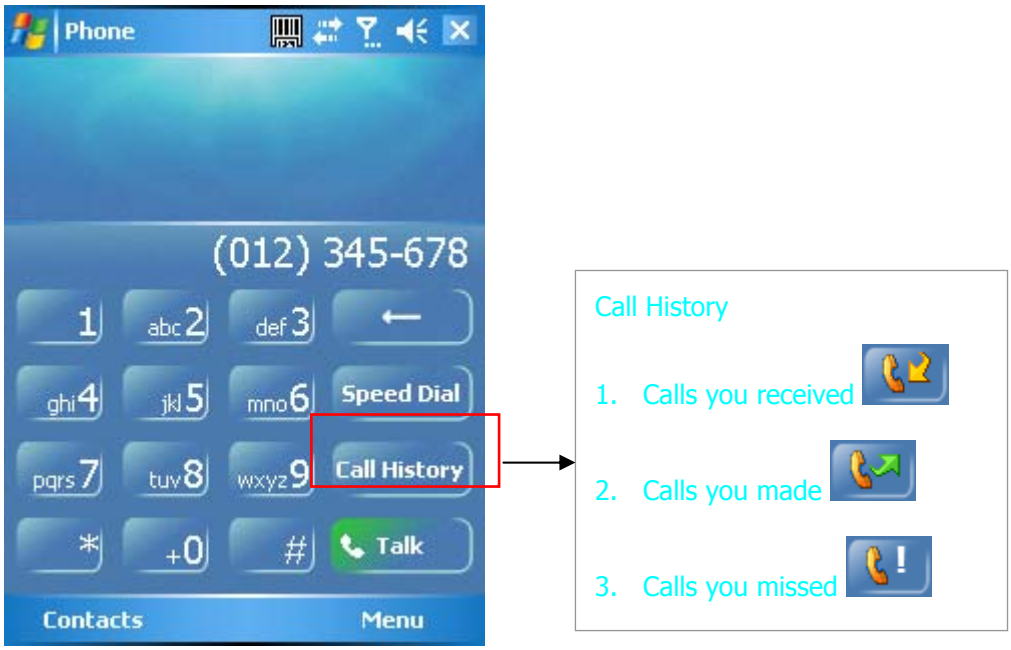


Tap the Backspace (←) button once to erase one single number; tap and hold the Backspace (←) button to erase a whole string of numbers.

Making a Call from Call History

Call History displays calls you have made, received, and missed.

1. On the Phone screen, tap the **Call History** button on the Phone keypad.



2. Select the name or phone number to call.
3. Tap **Call** or press the **TALK** key.

Making a Call from Contacts

1. On the Phone screen, tap **Contacts**.
2. Tap the desired contact and tap **Call** or press the **TALK** Key to dial.

You can tap on the desired contact in the list and tap on the number you want to dial.

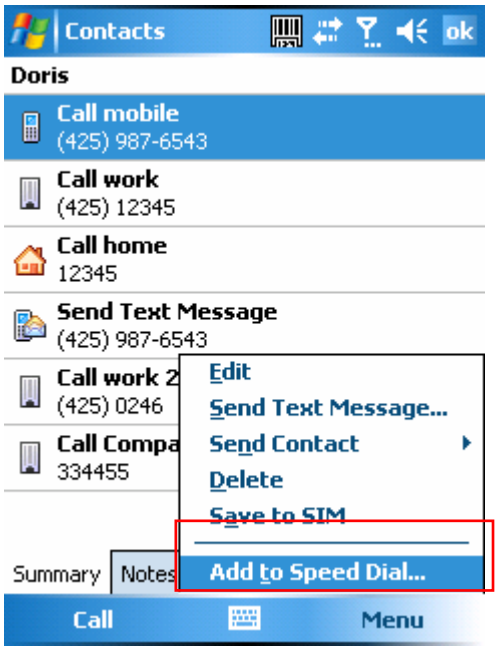
You can also tap and hold the desired contact in the list and select **Call Work**, **Call Home**, or **Call Mobile** from the pop-up submenu.

Making a Call from Speed Dial

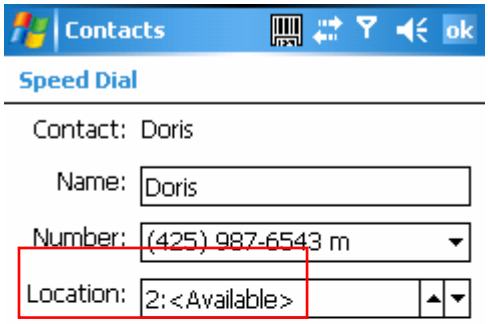
You can create speed dial entries for frequently-called numbers or frequently-accessed items so you can dial a number by pressing a single key. For example, if you assign location 2 to a contact in Speed Dial, you can simply press and hold 2 on the Phone keypad to dial the contact's number. Speed dials can be created only for numbers that are stored in Contacts.

To create a speed dial entry for a contact

1. On the Phone screen, tap **Contacts**.
2. Tap the contact for whom to create a speed dial.
3. Select the phone number for which to create a speed dial.
4. Tap **Menu** > **Add to Speed Dial**.



5. In **Location**, select the speed dial number to use.



6. Tap ok when finished.

Tap the **Speed Dial** button on the phone screen to check the success of creating a Speed

Dial entry.

The first speed dial location is generally reserved for your voicemail. Speed Dial uses the next available location by default. If you want to place a number in a location that is already

To retrieve a voicemail message

- On the Today screen, press and hold 1 to access your voice mailbox, and follow the prompts to retrieve your messages.

To delete a speed dial entry

- In the Speed Dial list, tap **Menu** > **Delete**.

Receiving/Rejecting a Call

When you receive a phone call, you have the option to answer it or ignore it.

To receive a call

- Tap **Answer** or press TALK ( ) to accept an incoming call.

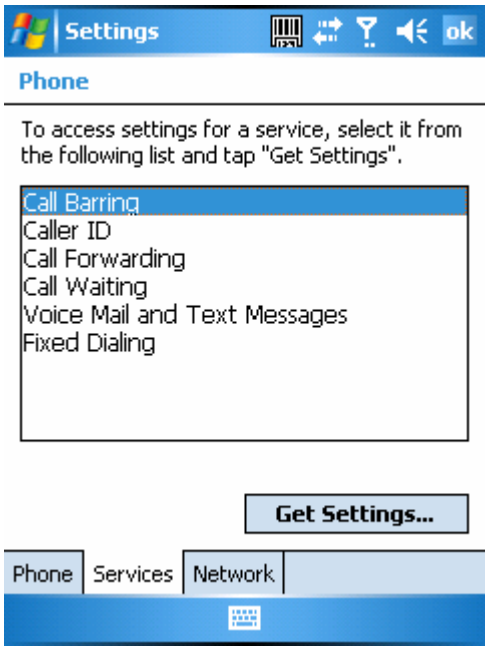
To end a call

- Tap **Ignore** or press END ( ) to hang up a call.

To block incoming or outgoing calls

You will not be able to receive or make calls according to the options you choose.

1. Tap > **Settings** > **Personal** tab > **Phone** > **Services** tab.
2. Tap **Call Barring** > **Get Settings**.


Settings
ok
Phone
To access settings for a service, select it from the following list and tap "Get Settings".
Call Barring
Caller ID
Call Forwarding
Call Waiting
Voice Mail and Text Messages
Fixed Dialing
Get Settings...
Phone
Services
Network

3. Choose the calls you want to block, and tap ok.
   - Block incoming calls: All calls, When roaming, Off.
   - Block outgoing calls: All calls, International, International except to home country, Off.

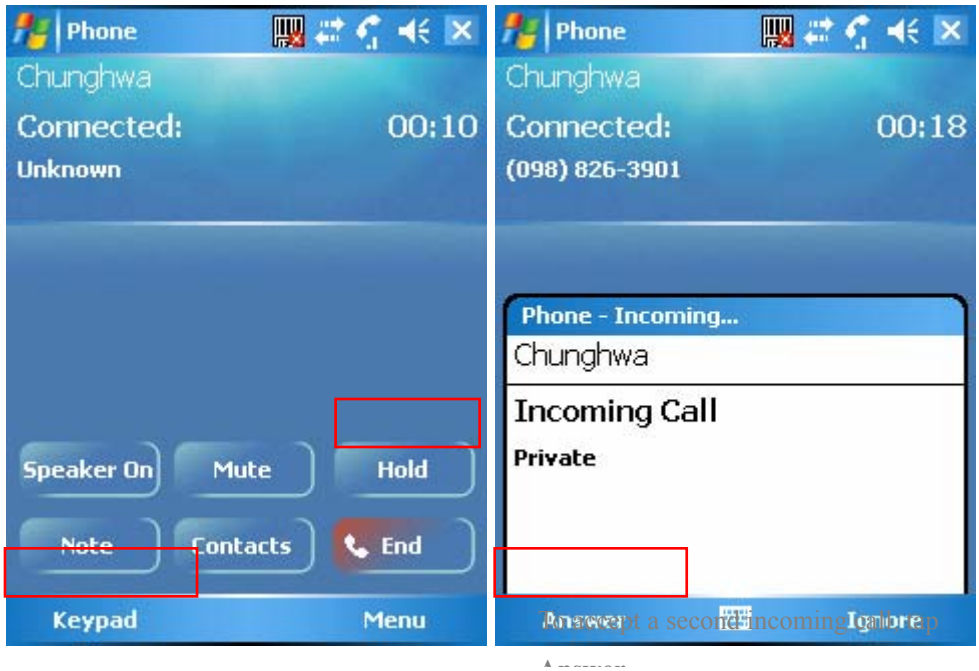
3.3 In-Call options

Your phone provides various options for managing multiple calls at the same time. You are notified when you have another incoming call, and you have the choice of ignoring or accepting the call. If you are already on a call and accept the new call, you can choose to switch between the two callers, or set up a conference call between all three parties.

In-Call Options

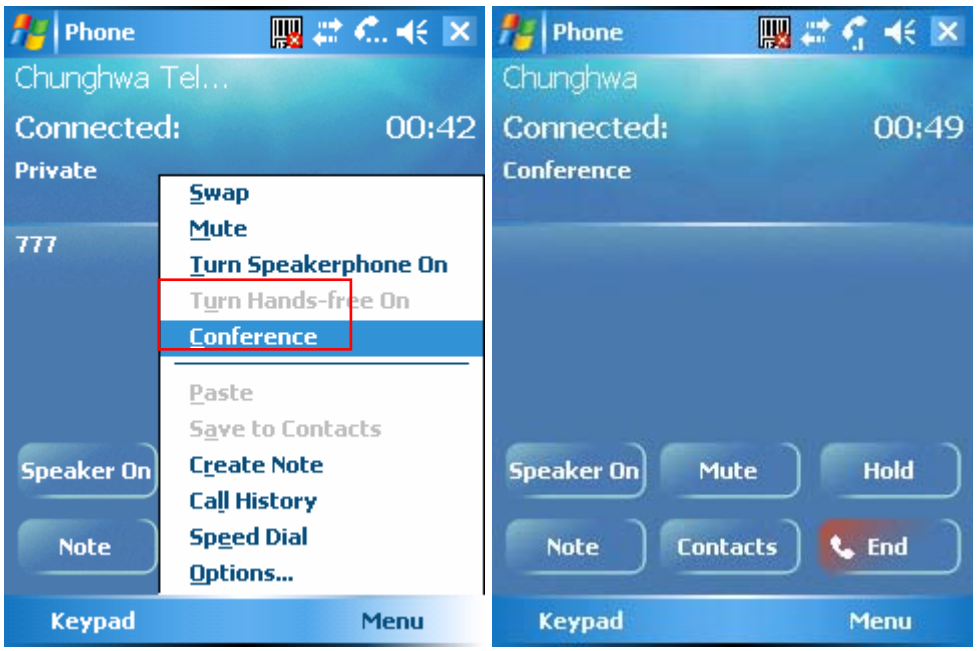
Conference Call

1. Either put a call on hold and dial a second number, or accept a second incoming call when you have one in progress.



To dial a second number, tap the **Hold** button first then tap **Keypad** to enter phone numbers.

2. Tap **Menu** and select **Conference**.



If the conference connection is successful, the word "Conference" will appear at the top of the screen. To add additional persons to your conference call, tap **Hold**, enter the phone number, and then tap **Swap** to return and continue.

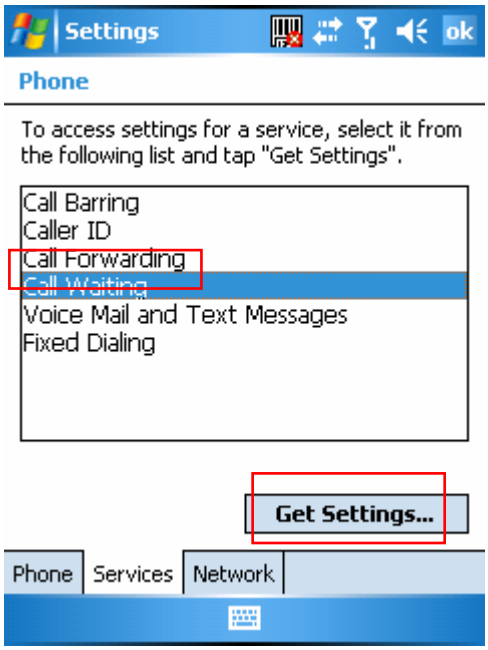
Not all service providers support conference calling. Contact your service provider for details.

Call waiting

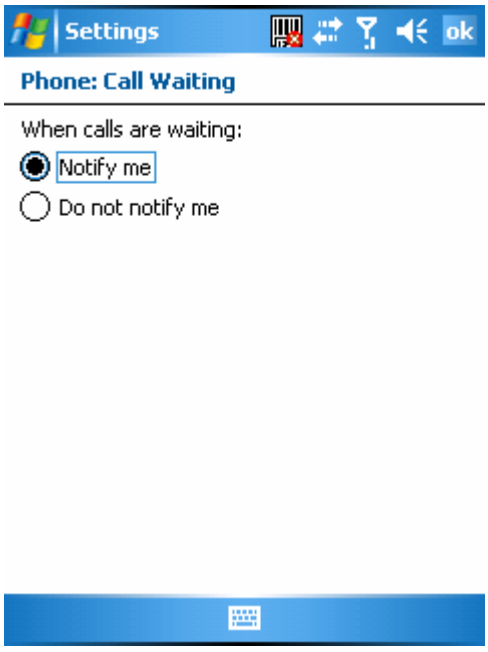
To turn call waiting notifications on and off

When you are in another call, you will be notified of an incoming call if this option is selected.

1. Tap > **Settings** > **Phone** > **Services** tab > **Call Waiting** > **Get Settings**.



2. Select **Notify me** or **Do not notify me**, and tap ok.

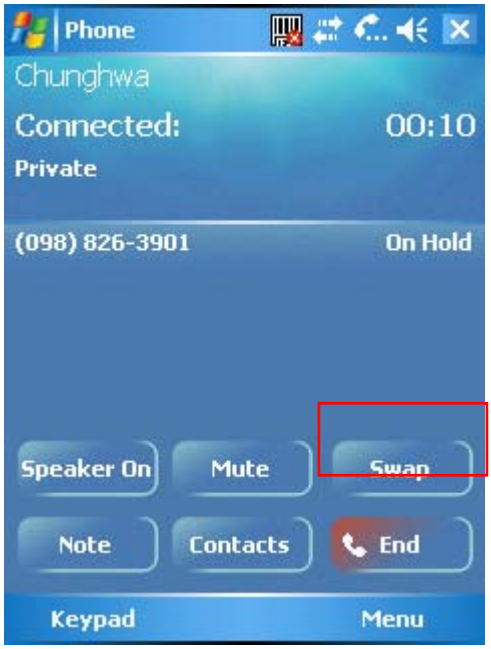


To answer another call

1. Click **Answer** to take the second call and put the first call on hold.
2. To end the second call and return to the first call, press END ( ).

To switch between calls

- To switch between two calls, click **Swap**.



Turning On/Off the Speakerphone

Talk hands-free or let others hear your conversation with the built-in speakerphone in your device.

- Tap **Speaker On** during a call to turn the speaker on.
- Tap **Speaker Off** to turn the speaker off.

To avoid damage to your hearing, do not hold your phone against your ear when the Speakerphone is turned on.

Muting the microphone

The device's microphone can be turned off during a call. If you turn off the microphone the caller cannot hear you. However, you can still hear the caller.

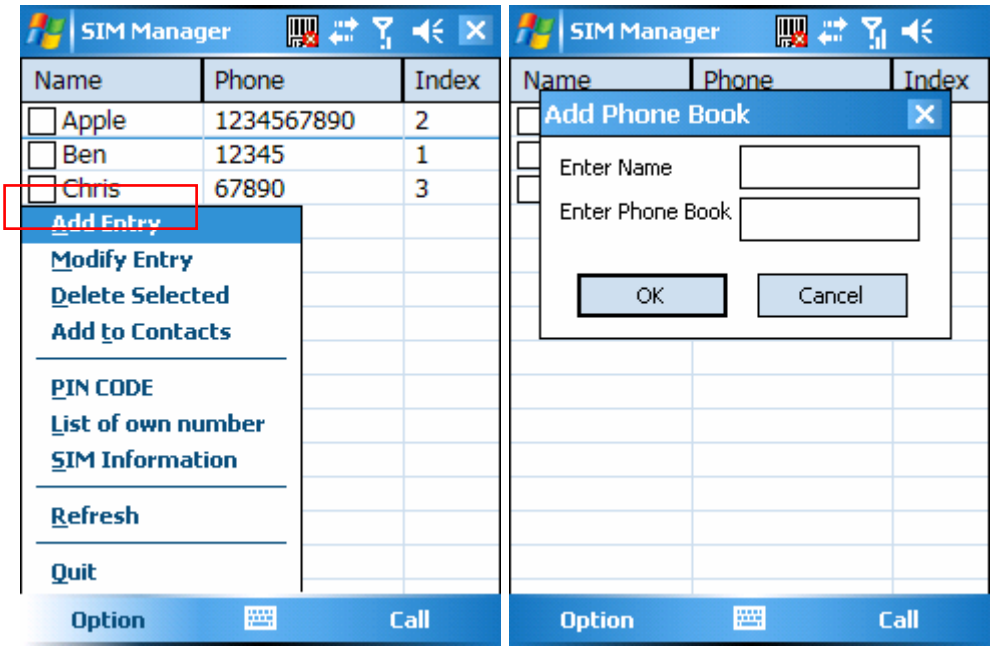
- Tap **Mute** during a call to turn the microphone off.
- Tap **Unmute** to turn the microphone on.

3.4 SIM Manager

The SIM Manager helps you to manage the phonebook in your SIM card. Using the SIM Manager, you can easily transfer phonebook entries from your SIM card to Contacts.

Adding a Phonebook Entry to SIM Card

1. Tap > **Programs** > **SIM Manager**.
2. Tap **Option** > **Add Entry** and enter the name and phone number you want to add.



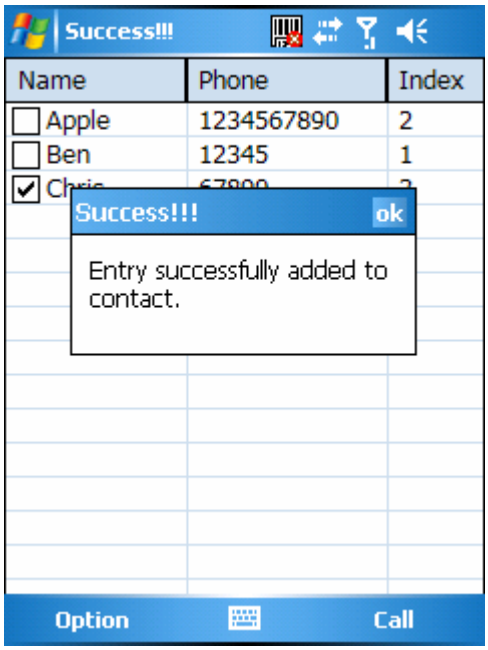
3. Tap the **OK** button.

Deleting Phonebook Entries from SIM Card

1. Tap > **Programs** > **SIM Manager**.
2. Select the entries you want to delete by checking the checkboxes in front.
3. Tap **Option** > **Delete Selected**.

Saving Phonebook Entries to Contacts

1. Tap > **Programs** > **SIM Manager**.
2. Select the entries you want to save to Contacts by checking the checkboxes in front.
3. Tap **Option** > **Add to Contacts**.
4. Tap ok to close the notification dialog box.



Chapter 4. Synchronizing Information

ActiveSync synchronizes information on your phone with information on your PC such as Outlook content. ActiveSync can also synchronize over a wireless or cellular network with Exchange Server, if your company or service provider is running Exchange Server with Exchange ActiveSync.

Specifically, you can use ActiveSync to:

- Synchronize information such as Outlook e-mail, contacts, calendar, or tasks information on your phone with your PC, as well as pictures, video, and music.
- Synchronize Outlook e-mail, contacts, calendar appointments, and tasks on your phone directly with Exchange Server so that you can stay up to date even when your PC is turned off.
- Copy files between your phone and your PC without synchronizing.
- Select which types of information are synchronized and specify how much information is synchronized. For example, you can choose how many weeks of past calendar appointments to synchronize.

4.1 Installing and setting up ActiveSync

1. Install ActiveSync on your PC, as described on the Windows Mobile™ Getting Started Disc. After Setup completes, the Synchronization Setup Wizard automatically starts when you connect your device to the PC.
2. Follow the instructions on the screen to complete the wizard. In the Sync Setup Wizard, you can:
   - Create a synchronization relationship between your PC and the device.
   - Configure an Exchange Server connection to synchronize directly with Exchange Server. To synchronize your device with Exchange Server, obtain the name of the Exchange Server, your user name, password, and domain name from your administrator before completing the wizard.
   - Choose information types to synchronize.

When you finish the wizard, ActiveSync synchronizes your phone automatically. Once synchronization completes, you can disconnect your phone from your PC.

4.2 Synchronizing Information

To synchronize using ActiveSync, you must install ActiveSync on your PC before connecting your

device to the PC.

Starting and Stopping Synchronization Manually

1. Turn on the device.
2. Connect your device to your PC using a serial cable, USB cable, Bluetooth, or infrared connection. For more detailed information, see "Connecting a mobile device to a PC" in ActiveSync Help on your PC.
3. On your device, tap > **Programs** > **ActiveSync**.
4. To start synchronization, tap **Sync**.
5. To stop synchronizing, tap **Stop**.

You can start and stop synchronization only if your device already has a sync relationship with a PC or Exchange Server.

ActiveSync synchronizes a limited amount of information by default to save storage space on your phone. You can change the amount of information that is synchronized by performing the following steps.

Before changing settings for information or information type (chapter 4.3) on the device, disconnect it from your PC.

Changing Which Information is Synchronized

1. On the Today screen, click **Start** > **Programs** > **ActiveSync**.
2. Tap **Menu > Options**.
3. Do one or more of the following:
   - Select the check box for the items you want to synchronize. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.
   - Clear the check box for any items you want to exclude.
   - To customize synchronization of a computer, select the computer name then click **Settings**.
   - To customize synchronization of particular information, select the information type then click **Settings**.
   - To stop synchronizing with one computer completely, select the computer name and click **Delete**.

Outlook e-mail can be synchronized with only one computer.

4.3 Changing Settings for an Information Type

1. Tap > **Programs** > **ActiveSync** > **Menu** > **Options**.
2. Select one of the information types.
3. Do one of the following:
   - To view or change settings for an information type (when available), tap **Settings**.
   - To view or change settings for a computer or Exchange Server, tap **Settings**.
4. Change the amount of information to be synchronized or other settings.
5. Tap (or **Finish** in the Exchange Server settings wizard).

4.4 Synchronizing with Exchange Server

To set up your device to synchronize directly with Exchange Server, you will need to get the name of the server and the server domain name from your service provider or system administrator. You must also know your Exchange user name and password.

Before changing synchronization settings on the device, disconnect it from your PC.

1. On your device screen, tap > **Programs** > **ActiveSync** > **Menu** > **Configure Server**. If you have not yet set up sync with Exchange Server, this will say **Add Server Source**.
2. In **Server address**, enter the name of the server running Exchange Server, and tap **Next**.
3. Enter your user name, password, and domain name, and tap **Next**.
4. If you want the device to save your password so that you will not need to enter it again when connecting, select the **Save password** check box.
5. Select the check boxes for the types of information items that you want to synchronize with Exchange Server.
6. To change available synchronization settings, select the type of information, and tap **Settings**.

7. To change the rules for resolving synchronization conflicts, tap **Advanced**.
8. Tap **Finish**.

You can also use the Sync Setup Wizard to set up the phone to synchronize remotely with the Exchange Server. This wizard is started when you connect your phone to your PC after installing ActiveSync on the PC.

4.5 Synchronizing via Bluetooth

Connecting to a PC Using Bluetooth

1. Follow the instructions in ActiveSync Help on the PC for configuring Bluetooth on your PC to support ActiveSync.
2. Tap > **Programs** > **ActiveSync**.
3. Tap **Menu** > **Connect via Bluetooth**. Ensure that the device and PC are within close range.
4. If this is the first time you have connected to this PC via Bluetooth, you must complete the Bluetooth wizard on the phone and set up a Bluetooth partnership with the PC before synchronizing.
5. Tap **Sync**.
6. When finished, tap **Menu** > **Disconnect Bluetooth**.

To preserve battery power, turn off Bluetooth.

Chapter 5. Bluetooth Connections

5.1 Overview of Bluetooth

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about 10 meters without requiring a physical connection. You can even beam information to a device in a different room, as long as it is within range.

The software included with your phone allows you to use Bluetooth in the following ways:

- Beam information, such as files, appointments, tasks, and contact cards, between devices that have Bluetooth capabilities.
- Create a connection between your device and a Bluetooth phone to use the phone as a modem.

Bluetooth Modes

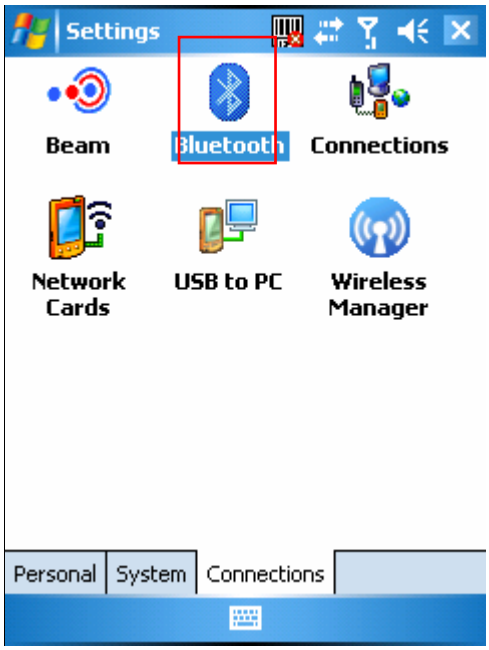
Bluetooth on your phone operates in three different modes:

1. **On**. Bluetooth is turned on and you can use Bluetooth features.
2. **Off**. Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth. You might want to turn off the radio at times to conserve battery power, or in situations where radio use is prohibited, such as onboard an aircraft and in hospitals.
3. **Visible**. Bluetooth is turned on, and all other Bluetooth-enabled devices within a range of 10 meters can detect your phone.

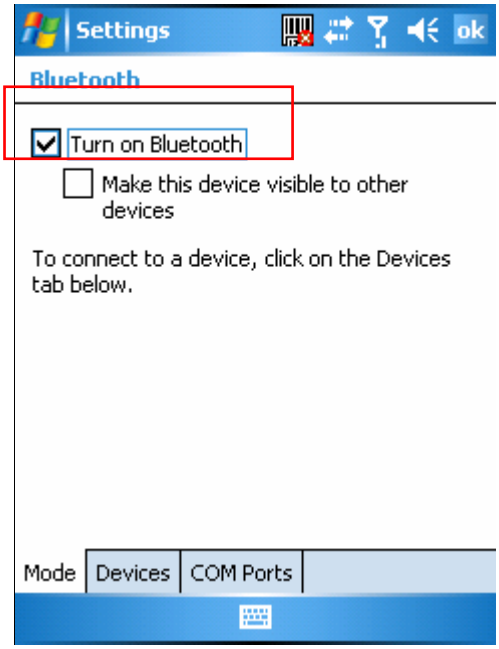
By default, Bluetooth is turned off. If you turn it on, and then turn off your phone, Bluetooth also turns off. When you turn on your phone again, Bluetooth automatically turns on.

Turning Bluetooth On or Off

1. Tap > **Settings** > **Connections** tab> **Bluetooth**.



2. Check or uncheck the checkbox in front of **Turn on Bluetooth** to turn on or off Bluetooth.

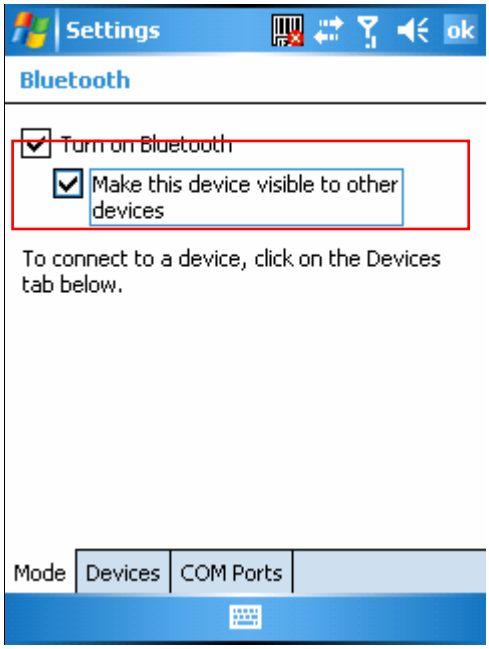


Making Your Device Visible

To receive beamed information, beaming devices or computers must be able to detect your device.

1. Tap > **Settings** > **Connections** tab > **Bluetooth**.

2. Select **Make this device visible to other devices**, and tap ok.



Other Bluetooth-enabled devices can now detect your phone and attempt to beam information to it, establish a Bluetooth partnership, or use a Bluetooth service.

Selecting **Visible** also turns on Bluetooth.

Turning off Bluetooth will make your device not visible, and it will also prevent you from sending a Bluetooth beam.

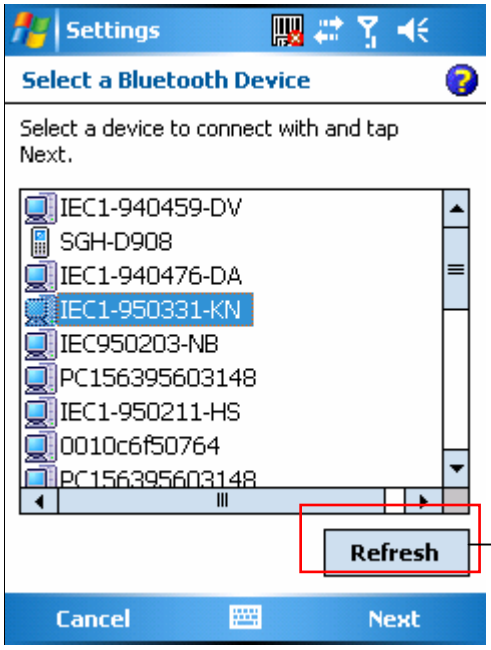
5.2 Bluetooth Partnership (Bonding)

A Bluetooth partnership is a relationship that you create between your phone and another Bluetooth-enabled device in order to exchange information in a secure manner. Creating a partnership between two devices involves entering the same personal identification number (PIN) on both devices, and this is a one-time process. Once a partnership is created, the devices can recognize the partnership and exchange information without entering a PIN again. Make sure the two devices are within a range of 10 meters, and Bluetooth is turned on and in discoverable mode.

Creating a Bluetooth Partnership

1. Tap > **Settings** > **Connections** tab> **Bluetooth** > **Devices** tab.
2. Tap **Add new device**. Your device searches for other Bluetooth-enabled devices and displays them in the list.

3. Select the device with which you want to create a Bluetooth partnership, and tap **Next**.



Tap the **Refresh** button if the device you want to connect is not listed.

4. In **Passcode**, if you want to use a passcode (recommended for enhanced security), enter an alphanumeric passcode between 1 and 16 characters, and tap **Next**.

Otherwise, leave the passcode blank.

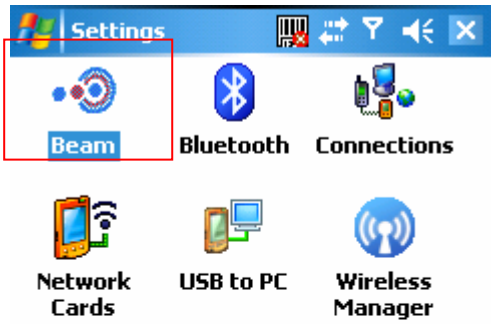
5. Enter the same passcode on the other device.
6. Select the service to use from the device, and tap **Finish**.

Once you create a partnership, the Bluetooth-enabled devices don't need to be visible to beam information between them; Bluetooth needs only to be turned on.

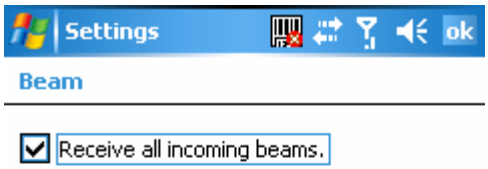
5.3 Beaming Information (Bluetooth)

Receiving Beamed Information

1. Tap > **Settings** > **Connections** tab > **Beam**.



2. Select **Receive all incoming beams**.



3. To receive beams by using Bluetooth, ensure Bluetooth is turned on and that your

phone is discoverable and within close range.

4. Tap ok.

Once you select Receive incoming beams, your phone automatically receives beams until you clear this check box.

Your phone can receive all types of beamed files, but you may not be able to view all types of files on the phone. You may need to copy some files to a PC for viewing.

Beaming an Item

In the Calendar, Contacts, Notes, Tasks, and Pictures programs, you can beam files and information to other devices using Bluetooth.

1. From the program, select the item you want to beam, such as an appointment in Calendar, a task in Tasks, a contact card in Contacts, a picture in Pictures, a file in File Explorer. In Calendar, for example, first open the appointment in Agenda view.
2. Tap **Menu** > **Beam**.
3. Your device will search and show visible devices, select the device to which you want to send the item.

When using Bluetooth, if the device that you want to beam to doesn't appear in the list, ensure that the device is turned on, visible, and within close range of your phone. Also, ensure that Bluetooth is turned on.

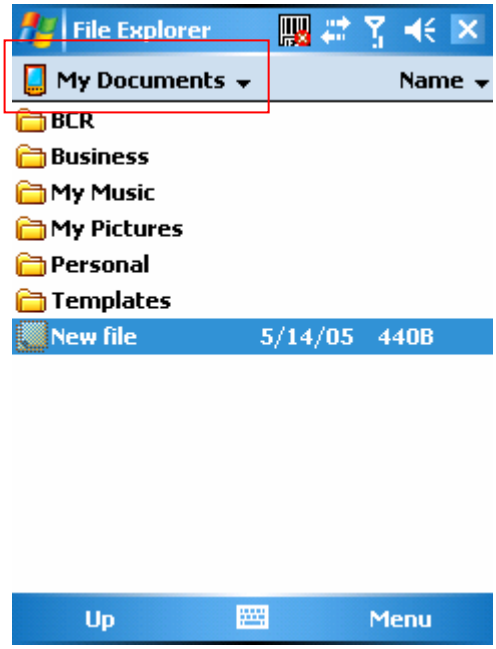
Chapter 6. Transferring Files To and From Your Device

You may need to transfer application data such as Word documents, Excel spreadsheets, PowerPoint slides, and/or media files from your PC to your device. This section describes different methods to transfer files from a PC to your device.

6.1 Using ActiveSync

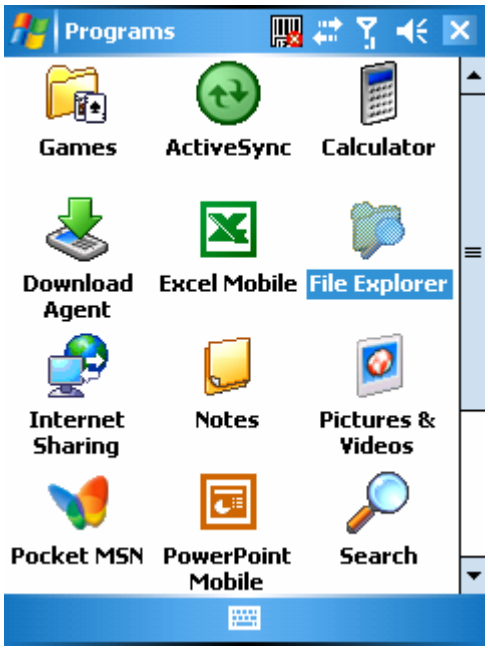
To transfer files from PC to your device with ActiveSync, you must install Microsoft ActiveSync on the PC first. Please refer to Chapter 4 Synchronizing Information for detail on how to install and set up ActiveSync.

1. Connect your device to the PC with the USB cable. Microsoft ActiveSync should be automatically launched on the PC if it is set up correctly.
2. Select an information type under Synchronization Options in the Synchronization Setup Wizard by checking the checkbox in front of it.
3. Click the **Settings** button and add the files you want to transfer. Click the **OK** button when you finish.
4. Click **Next**, and then click **Finish** to start the synchronization process.
5. On your device, tap > **Programs** > **File Explorer**. The files should be saved to **My Documents**. Check to see if the files have been transferred to your device successfully.

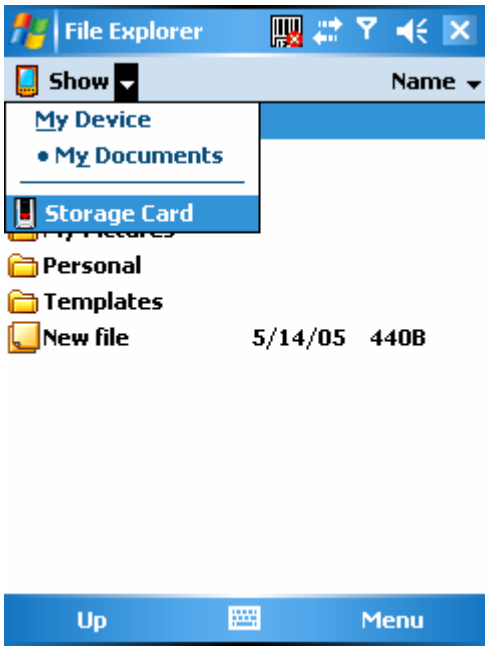


6.2 Transferring from Memory Cards

1. Insert your memory card into the device's mini-SD card slot. (See "1.5 Mini-SD cards" for details.)
2. Tap > **Programs** > **File Explorer**.

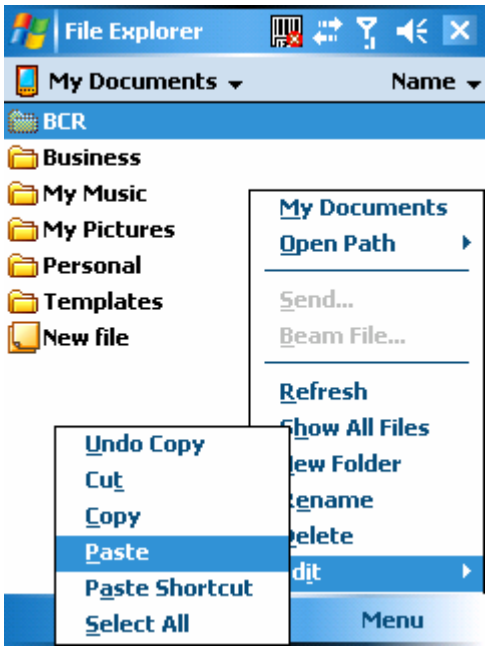


3. In the Show list, select **Storage Card**.



4. File Explore should display all the files stored in your memory card. Tap and hold the file you want to transfer, and select **Copy**.

5. From the Show list in File Explorer, go to destination folder. (For example, **My Device** > **My Documents**.)
6. Tap **Menu** > **Edit** > **Paste**.



6.3 Using Bluetooth

Before receiving files, you must turn Bluetooth on and establish a Bluetooth partnership between your PC and your device. (See "Chapter 5. Bluetooth/Infrared Connections" for details.)

1. On your PC, locate the file you want to send using Bluetooth with Windows Explorer.
2. Right-click the file and select the device you want to transfer the file to under "to Bluetooth."
3. Tap **Yes** when your device prompts about receiving a file.
4. After the transmission process is finished, the file should be saved in your device under My Documents in the File Explorer.

6.4 Transferring to a PC or Other Devices

Please refer to Section 5.3 "Beaming Information (Bluetooth)" for details.

Chapter 7. Connecting to the Internet

7.1 Setting up Internet connections

Your device's powerful networking capabilities allow you to access the Internet or your corporate network at work through wireless and conventional connections. Specifically, you can configure your device to establish a connection via GPRS or Proxy.

With an active connection on your device, you can browse the Web, download e-mails, or use MSN Messenger. Check with your service provider to see if a connection has already been set up for you, and if over-the-air configuration is supported.

If you need to manually set up a connection, it is important that you obtain the following information from your Internet Service Provider (ISP) or the company whose intranet you are trying to access:

- User name
- Password
- Access point name (required for GPRS connection)
- Domain name (required for accessing a corporate network or an intranet)

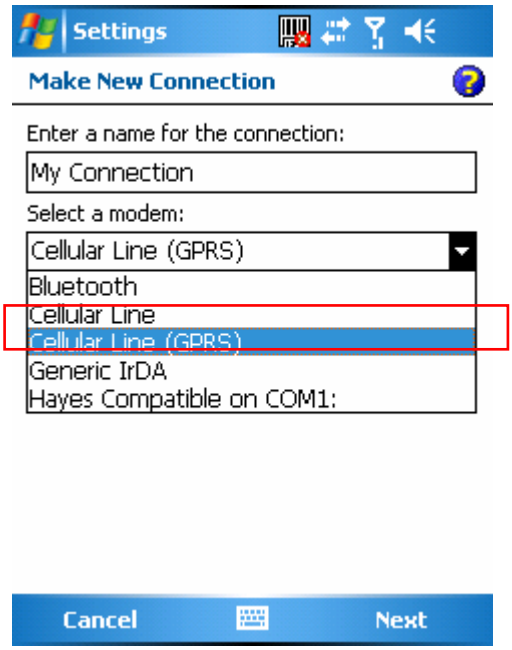
Creating a GPRS Connection

Every network connection is different. You should gather all of the relevant information or network settings you need before starting this process.

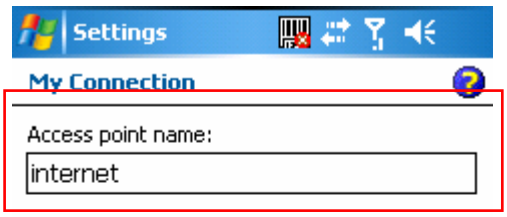
1. Tap > **Settings** > **Connections** tab > **Connections**.

2. Tap **Add a new modem connection**.

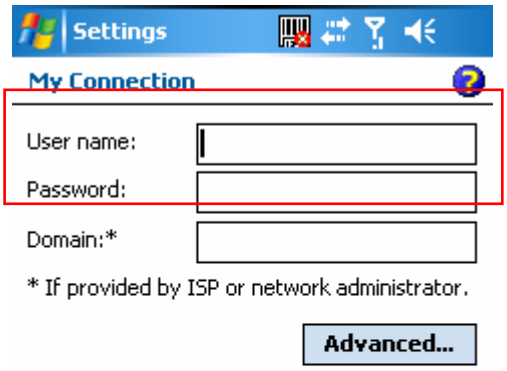
3. Enter the following information (you may or may not need to enter all of the following information), and tap **Finish**.
   - Enter a name for the connection.
   - In **Select a modem**, select **Cellular Line (GPRS)**.



- In **Access point name**, enter the access point name.



- In **User name**, enter your user name for the GPRS network, if required.
- In **Password**, enter your password, if required.



- Tap **Advanced** > **Servers** tab. In **DNS**, enter the primary Domain Name System (DNS) address, if required.
- In **Alt DNS**, enter the secondary DNS address, if required.
- Tap **TCP/IP** tab. In **Use specific IP address**, enter the Internet Protocol (IP) address for the device, if required.

The phone uses this connection when you open a program that connects to the Internet.

Creating a Proxy Connection

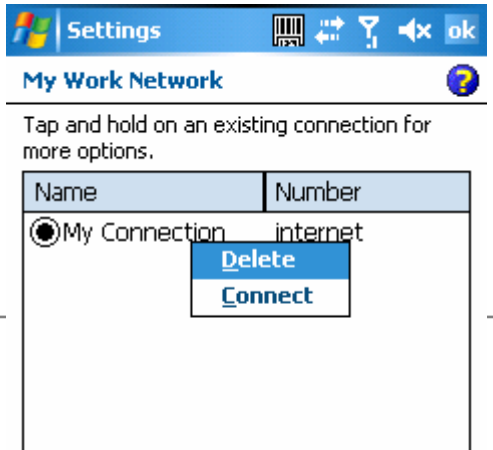
Every network connection is different. You should gather all of the relevant information or network settings you need before starting this process.

1. Tap > **Settings** > **Connections** tab > **Connections**.
2. Tap **Edit my proxy server**.

3. Check the checkbox in front of **This network connects to the Internet**.
4. Check the checkbox in front of **This network uses a proxy server to connect to the Internet**.
5. Under **Proxy server**, enter the proxy server name.
6. If the proxy server uses a different port or requires a username and password tap **Advanced**, select the proxy type to change its settings, then enter username, password and/or port number in the proper fields.
7. Tap ok.

Deleting a Connection

1. Tap > **Settings** > **Connections** tab **> connections.**.
2. Tap **Manage existing connections**.
3. Tap and hold on the connection you want to delete and select **Delete**.



The device can not connect to a PC through ActiveSync while connecting to the Internet using GPRS.

7.2 Using Internet Explorer Mobile

Internet Explorer Mobile is a full-featured Web browser, optimized for use on your phone. You can use Internet Explorer Mobile to browse the Internet once you have set up your Internet connection (if you haven't done so, please read the previous chapter before continuing).

Browsing the Internet

1. To browse the Internet you must have a valid connection established.
2. Tap > **Internet Explorer**.
3. Do either of the following:
   - Enter the address in the address bar, and tap .
   - Tap **Favorites** then select a Web Page.

Adding a Web Page to the Favorite List

1. Tap > **Internet Explorer**.
2. To go to the page you want to add, tap **Menu** > **Add to Favorites**.
3. Confirm or change the name and Web page address.
4. In **Create in**, select a folder for this favorite.

5. Tap **Add**.

A quick way to add favorites to your phone is to synchronize with your PC using ActiveSync. For more information, see ActiveSync Help on your PC.

Deleting a Favorite

1. Tap > **Internet Explorer**.
2. Tap **Favorites**.
3. Tap **Add / Delete** tab.
4. Select the favorite to delete.
5. Tap the **Delete** button.
6. Tap **Yes** to confirm the deletion.

Changing the Size of Text on Web Pages

1. Tap > **Internet Explorer**.
2. Tap **Menu** > **Zoom** and select the size you want.
   There are five zoom options you can select: Largest / Larger / Medium / Smaller / Smallest.

Showing or Hiding Pictures on Web Pages

1. Tap > **Internet Explorer**.
2. Tap **Menu** > **View** > **Show Pictures**.
   A check mark next to Show Pictures indicates that pictures will be displayed.

Changing Web Page Display Options

1. Tap > **Internet Explorer**.
2. Tap **Menu** > **View**.
3. Select one of the following:
   - **One Column**. Arranges the content into one column that is as wide as the screen. This means that you will rarely have to scroll horizontally.
   - **Default.** Maintains a layout similar to what you see on a desktop computer, but makes items smaller and arranges the content so that you can see most of it without having to scroll horizontally.
   - **Desktop.** Keeps the same layout and size as on a desktop computer, which will require both horizontal and vertical scrolling.

Clearing History, Cookies, or Temporary Files

1. Tap > **Internet Explorer**.
2. Tap **Menu** > **Tools** > **Options**.
3. Tap **Memory** tab.
4. Select the type of memory to clear.

5. Tap **Clear History** or **Delete Files**, then tap ok.

Viewing a Page in Full Screen Mode

1. Tap > **Internet Explorer**.
2. Tap **Menu** > **View** > **Full Screen**.

To exit full screen mode, press either SOFT KEY, and then tap **Menu** > **View** > **Full Screen** to cancel the selection.

7.3 Using Wi-Fi Connection

Wi-Fi is an enabling technology that allows you to quickly access e-mail, the internet, and broadband multimedia content. When your device encounters a hotspot (a place where you can access Wi-Fi networks), it can then connect to that network wirelessly. While some hotspots are free, the most robust public Wi-Fi networks are provided by private internet service providers (ISPs) that charge a fee for users to connect to the internet.

Connecting to a Wi-Fi Network

1. Tap > **Settings** > **Connections** tab > **Wireless Manager**.
2. Tap the third button to turn on Wi-Fi connection.

3. Follow the prompts to finish related settings. When Wi-Fi connection is activated, the icon shows on the Today screen.

You may need to consult your ISP before running this utility.

Chapter 8. Messaging & Contacts

Messaging is the unified point of access for all message types within your device. With Messaging, you can send and receive text messages, e-mails, and MMS messages.

Contacts helps you to manage your contact information. Using Contacts you can quickly communicate with people.

This section describes the procedure on sending and receiving different kinds of messages, and using Contacts to manage addresses and phone numbers.

8.1 Text Messaging

Creating a Text Message

1. Tap > **Messaging**.
2. In the message list, tap **Menu** > **Go To** > **Text Messages**.
3. Tap **New**.
4. Enter the recipient's text message number in the **To** field. Insert a semicolon (;) between multiple text message numbers.
5. Enter your message and tap **Send**. Text messages are sent immediately.

> You can quickly enter text message numbers from your contact cards. In **To**, press ENTER and select a recipient from the list. Then, select the recipient's phone number.

Using Preset Text Messages

You can quickly insert preset or frequently used messages into your text message. While composing a message, tap **Menu** > **My Text** and select a preset message to insert.

To edit a preset message:

1. While composing a message, tap **Menu** > **My Text** > **Edit My Text Messages**.
2. Select a message and edit.
3. Tap ok.

Reading a Text Message

1. Tap > **Messaging**.
2. Tap **Inbox** ▼ and select Inbox under Text Messages.
3. In the message list, tap the text message you want to read.

Changing Message Options

1. Tap > **Messaging**, and select **Text Messages** account.
2. Tap **New**.
3. Tap **Menu** > **Message Options**.
4. Select this check box to request a message delivery notification.
5. Tap ok.

8.2 E-mail

Setting Up an Internet E-mail Account Manually

Before you set up your Internet e-mail account, please ensure that you have the necessary information.

Setting	Description
User name	Usually the first part of your e-mail address, which appears before the "at" sign (@).
Password	Choose a strong password. You will have the option to save your password, so that you do not need to enter it each time you connect to your e-mail server.
Domain	The domain name. This may be required.
Server type	The type of e-mail server that hosts your mailbox (POP3 or IMAP4).
Account name	A name for this account. You must use a different name for each account that you set up.
Network	The type of network your e-mail server connects to.
Incoming mail server	The name of your e-mail server (POP3 or IMAP4).
Require SSL connection	Select this to ensure you always receive e-mail for this account using an SSL connection. This enables you to receive personal information more securely. Please note that if you select this and your ISP does not support an SSL connection, you will not be able to connect to receive e-mail.
Outgoing mail server	The name of your outgoing e-mail server (SMTP).
Outgoing server requires authentication	Your outgoing e-mail server (SMTP) may require authentication. Note: Your user name and password from above will be used.
Outgoing server settings	Your outgoing e-mail server may require different authentication settings than your incoming e-mail server.
Use different user name for outgoing server	A check box that lets you enter separate settings for your outgoing e-mail server.
User name	Your user name for the outgoing e-mail server.
Password	Your password for the outgoing e-mail server.
Domain	The domain name of the outgoing e-mail server.
Require SSL connection (Outgoing mail server only)	A connection that enables you to send personal information more securely. Note that if you select this and your ISP does not support an SSL connection, you will not be able to send e-mail.

Now you are ready to set up your account

1. Tap > **Messaging**.

2. Tap **Menu** > **Tools** > **New Account**.
3. Select your e-mail provider then tap **Next**.
4. Enter your e-mail address and tap **Next**.
5. On the **Auto configuration** setup page, tap **Next**. Auto configuration attempts to obtain necessary e-mail server settings from your service provider.
6. If auto configuration was successful, the **Your name** and **User name** is automatically filled out for you. Tap **Next** and then tap **Finish** to complete the account setup. If auto configuration was not successful, enter information above appropriate until setup is complete.

Enter a name that you want to display when you send e-mail in the **Your name** field.

If you save your password and then lose your phone, someone finding your phone might be able to gain access to your e-mail.

Composing an E-mail Message

1. Tap > **Messaging**.
2. Select an e-mail account.
3. Tap **New**.
4. In **To**, **Cc** and/or **Bcc**, enter recipient e-mail addresses. Insert a semicolon (;) between multiple addresses.
5. In **Subject**, enter a subject.
6. Enter a message.
7. Tap **Send**. E-mail messages are stored in Outbox and are sent to recipients the next time you synchronize or connect to your e-mail server and send and receive mail.

You can quickly enter e-mail addresses from your contact cards. In **To**, press ENTER and select a recipient from the list. Then, select the recipient's e-mail address.

Reading an E-mail Message

1. Tap > **Messaging**.
2. Tap **Inbox▼** and select an Inbox under an e-mail account.
3. In the message list, tap the e-mail message you want to read.

Message Options

1. Tap > **Messaging**, and select an e-mail account.
2. Tap **New**.
3. Tap **Menu** > **Message Options**.
4. Select the type of options to change.
5. Tap ok.

8.3 Changing Messaging Account Options

1. Tap > **Messaging**, and select the Messaging account you want to change options for.
2. Tap **Menu** > **Tools** > **Options**.
3. Select the type of options to change.
4. Tap ok.

8.4 Using Contacts

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

From the contact list, you can quickly communicate with people. Click a contact in the list for a summary of contact information. From there, you can call or send a message.
If you use Outlook on your PC, you can synchronize contacts between your phone and PC.

Creating a New Contact

1. Tap > **Contacts** > **New**.
2. Enter information for the new contact.
3. Tap ok.

If someone who isn't in your list of contacts calls you or sends you a message, you can create a contact from Call History or from the message by tapping **Menu** > **Save to Contacts**.

To save an existing contact to your SIM, open the contact and tap **Menu** > **Save to SIM**.

Viewing and Editing Contact Information

1. Tap > **Contacts**.

2. Tap the contact whose information you want to view.
3. To edit the information, tap **Menu** > **Edit**.
4. When finished making changes, tap ok.

Adding a Picture to a Contact

1. Tap > **Contacts**.
2. Tap the contact you want to add a picture to.
3. Tap **Menu** > **Edit**.
4. Tap **Picture**.
5. Tap the picture you want to add.

Assigning a Ring Tone to a Contact

To easily identify who is calling you by the ring tone, you can assign a custom ring tone to each contact.

1. Tap > **Contacts**.
2. Tap the contact you want to assign a ring tone to.
3. Tap **Menu** > **Edit**.
4. Tap **Ring tone** and select the ring tone you want.
5. Tap ok.

Finding a Contact

1. Tap > **Contacts**.
2. Begin entering the name or phone number of the contact until the contact is displayed.

Sending an E-mail to a Contact

1. Tap > **Contacts**.
2. Tap the contact you want to send an e-mail to.
3. Tap the e-mail address.
4. Select the e-mail account to use.
5. Enter a subject, compose your message, and then tap **Send**.

Sending a Text Message to a Contact

1. Tap > **Contacts**.
2. Tap the contact you want to send a text message to, and tap **Menu** > **Send Text Message**.
3. Compose your message, and tap **Send**.

Creating a SIM Contact

Contacts can be created and stored on a subscriber identity module (SIM.) If you move the SIM to another phone, your SIM contacts are moved as well.

1. Tap > **Contacts**.
2. Tap **Menu** > **New SIM Contact**.
3. Enter the name and phone number of the contact and tap ok .

SIM contacts appear at the bottom of the contacts listed in alphabetical order.

Chapter 9. Using Barcode Reader

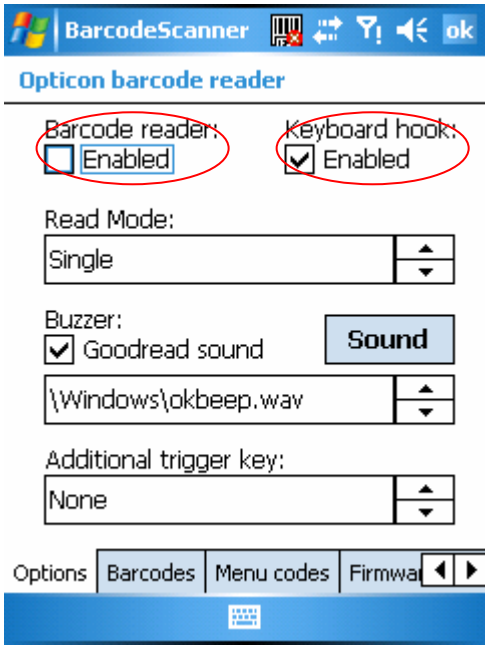
Your device is equipped with a reader for barcode reading and decoding in its top, with which various types of barcode/QR code labels are decoded into readable information such as letters and numbers. Settings of the barcode reader can be changed to fit your specific requests.

9.1 Setting Barcode Reader

Changing options in Barcode Reader

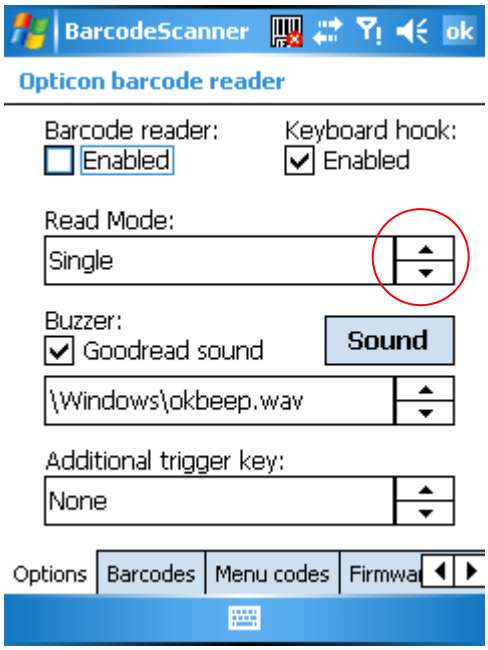
Barcode reader is set to be disabled by default, please remember to activate it before scanning.

1. Tap > **Settings** > **System** tab > **Barcode setting** > **Options** tab. Check the check box of **Barcode reader** or/and **Keyboard hook**.

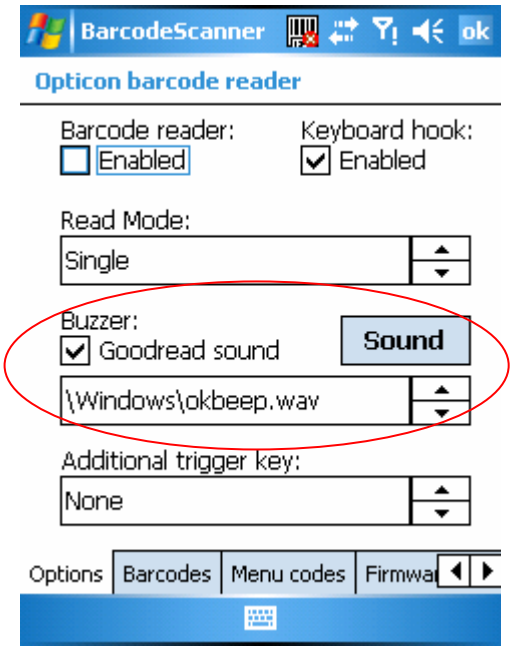


Keyboard hook can convert received characters to keyboard messages; therefore, you can read barcode in applications such as Notes, Tasks, Excel Mobile and Word Mobile as long as you enable keyboard hook.

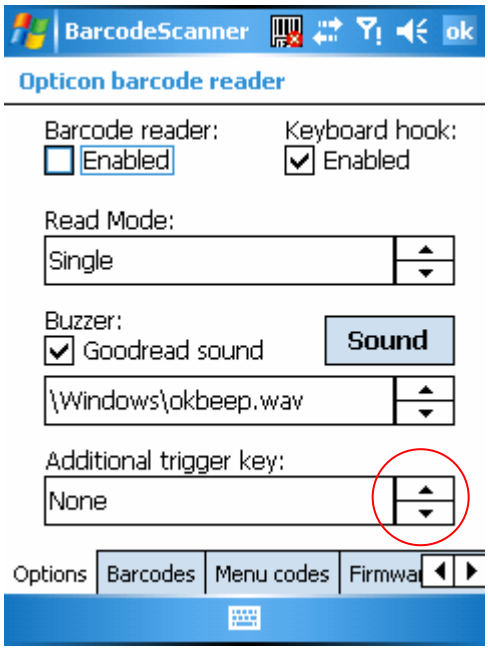
2. In **Read Mode**, tap the upward/downward arrow to toggle between **Multiple** and **Single**. Multiple read mode enables constantly scanning while single read mode needs the reader to be triggered again to read another label.



3. In **Buzzer**, check the checkbox of **Goodread sound**. It enables the function of playing a sound effect after a barcode has been decoded successfully. You can change the sound effect by tapping the upward/downward arrow and playback the sound effect you choose by tapping the **Sound** button on the screen.



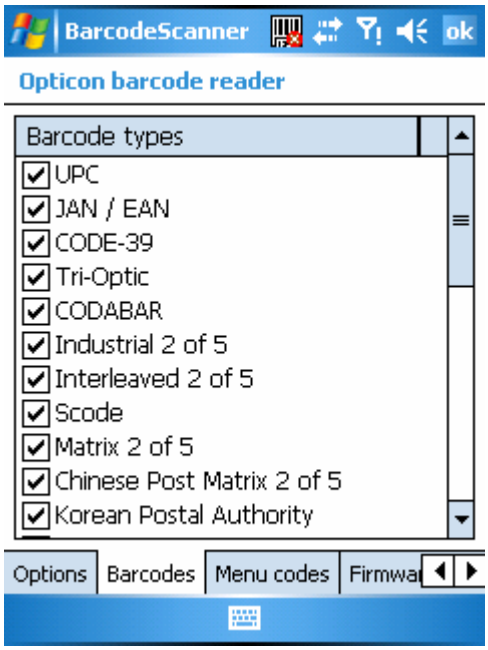
4. In **Additional trigger key**, tap the upward/downward arrow to choose another access key for the reader. Otherwise you can set the additional trigger key to be none.



Choosing Barcode Types

Your device is capable of scanning and decoding various barcode types; to check what kind of barcode is readable and to assign specific barcode types to scan for, do as follow:

1. Tap > **Settings** > **System** tab > **Barcode setting** > **Barcodes** tab.



2. Select specific barcode types or select all of them.
3. Tap ok.

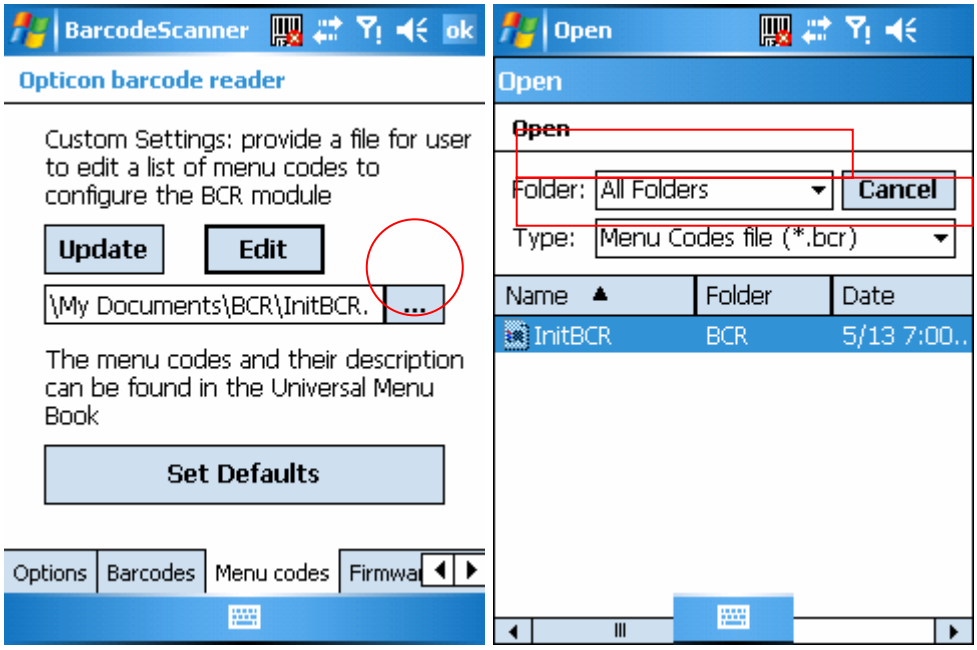
Editing Menu Codes

You can set specific configuration to your barcode reader by edit a list of codes in the menu codes file. The codes you input will be stored in the menu code file and replace default settings. For descriptions of menu codes, please refer to Universal Menu Book (see appendix?).

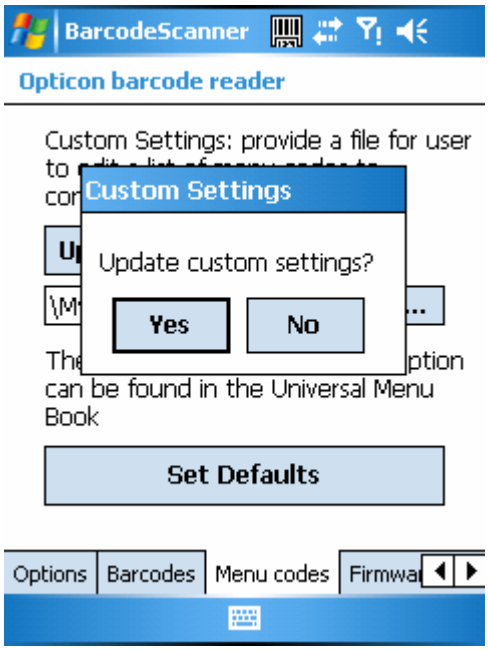
Inputting Menu Codes from a File

You can input menu codes automatically from a file, please do as follow to access the file and configure the barcode reader.

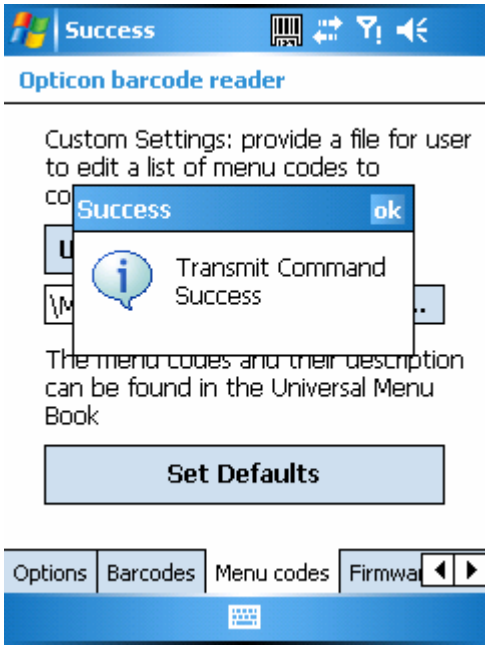
1. Tap > **Settings** > **System** tab > **Barcode setting** > **Menu codes** tab.
2. Tap [...] to view available files. If the file you want to select is not in the list, extent the search range of folders and file types.



3. Tap [Update] after you select a file. (Tap [Cancel] if you want to stop the Open procedure)
4. Tap [Yes] to continue.



5. Tap ok.



Editing Existent Menu Codes

You can input characters directly to edit an existent menu codes file.

1. Tap > **Settings** > **System** tab > **Barcode setting** > **Menu codes** tab.
2. Tap Edit.

BarcodeScanner
ok
Opticon barcode reader
Custom Settings: provide a file for user to edit a list of menu codes to configure the BCR module
Update
Edit
\My Documents\BCR\InitBCR.
...
The menu codes and their description can be found in the Universal Menu Book
Set Defaults
Options
Barcodes
Menu codes
Firmwa

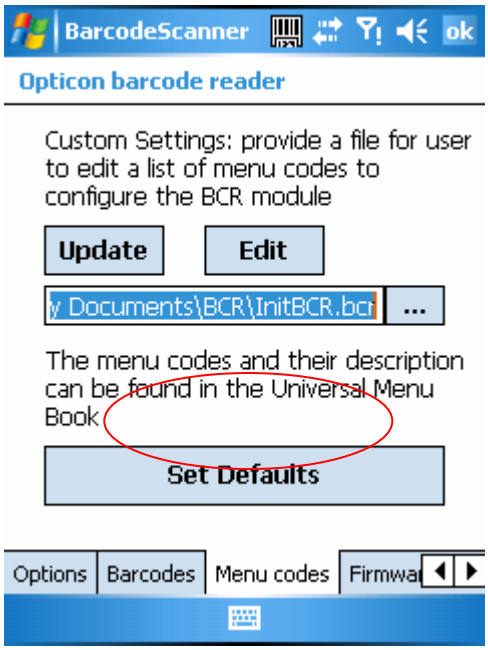
3. Input or delete menu codes.

4. Tap ok.

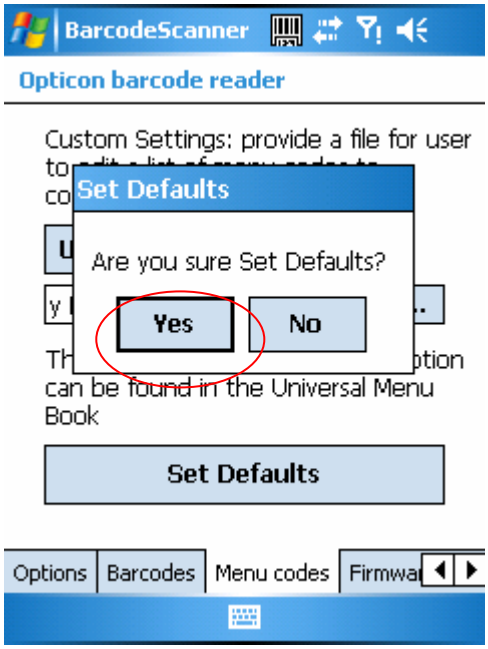
Returning to Defaults

You can cancel all personalized settings in the barcode reader.

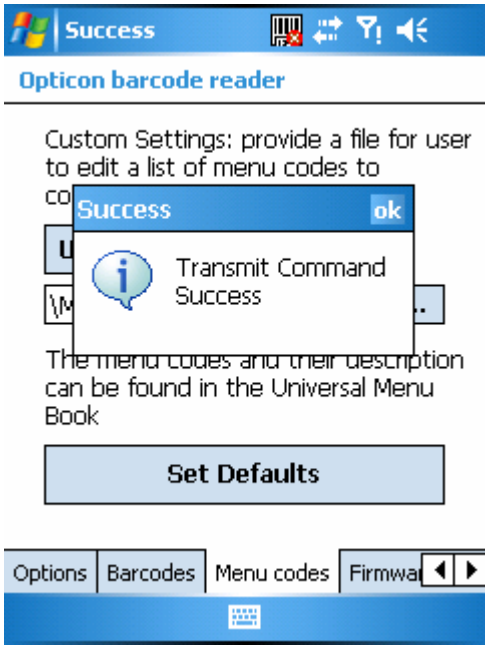
1. Tap > **Settings** > **System** tab > **Barcode setting** > **Menu codes** tab.
2. Tap Set Defaults.



3. Tap Yes to continue.



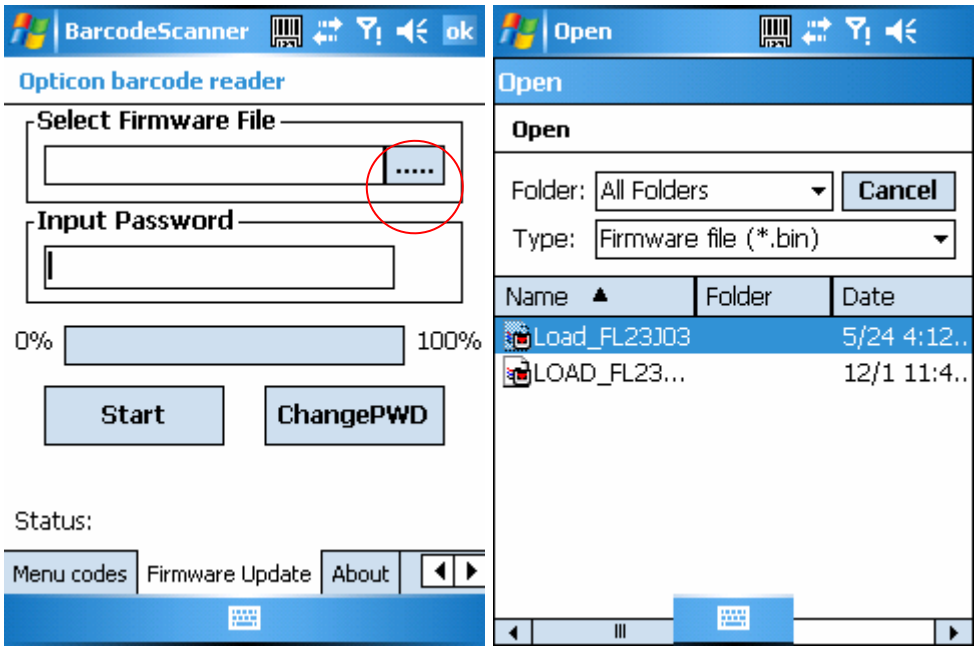
4. Tap ok.



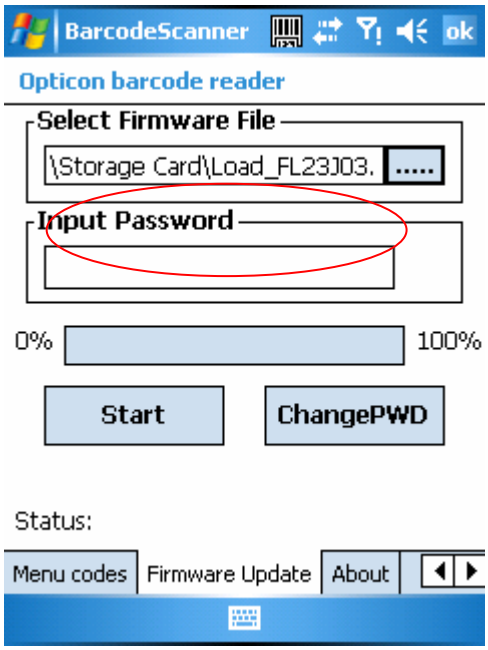
Firmware Update

You can update the firmware of barcode reader from a file. Please follow the procedure as below.

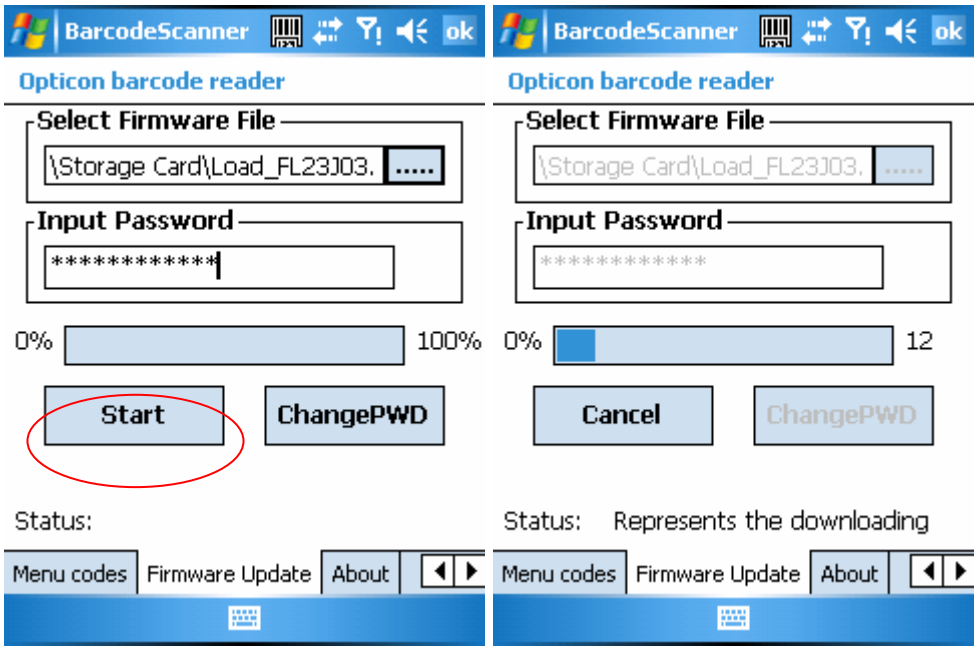
1. Tap > **Settings** > **System** tab > **Barcode setting** > **Firmware Update** tab.
2. Tap ... to view available files and select one of them.



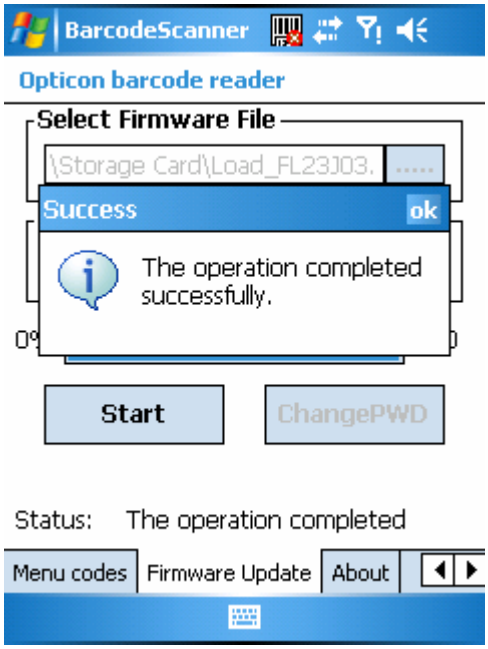
3. Tap the file you want to update the firmware from. (Tap Cancel if you want to stop the procedure) The selected file will be showed on the screen then.



4. Input the default password "1234567890AB" and tap Start. You can then see the completed percentage of update on the screen.



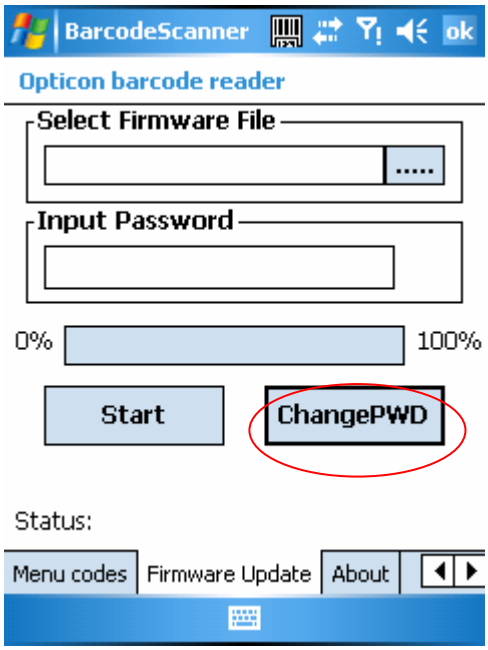
5. Tap ok to complete the operation.



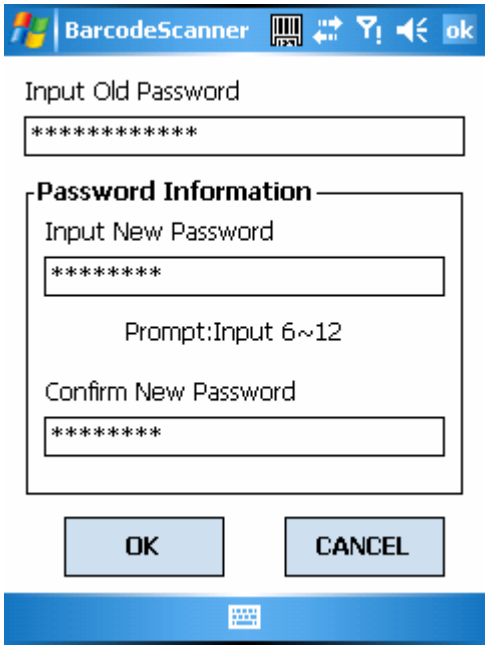
Change Password

You can change the default password of firmware update to another one.

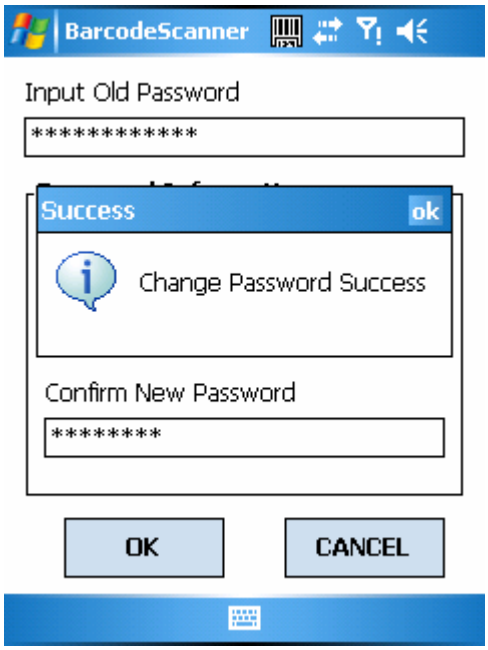
1. Tap > **Settings** > **System** tab > **Barcode setting** > **Firmware Update** tab.
2. Tap ChangePWD.



3. Input old password first. In **Password Information**, input your new password in both of the boxes in sequence for double confirmation. Then tap OK.



4. Tap ok to complete the procedure.



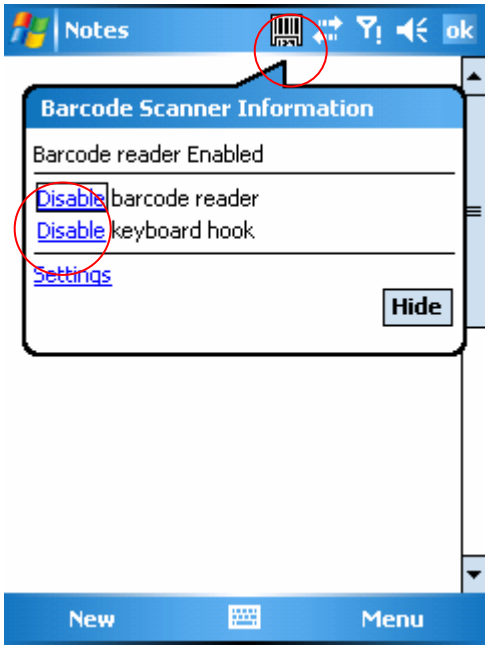
You can see more information about the barcode reader such as scanner version, please tap > **Settings** > **System** tab > **Barcode setting** > **About** tab.

9.2 Scanning and Reading Barcode labels

Your device can scan and decode barcode or QR code labels depending on the scanner equipped with your device. If you prefer to read a barcode/QR code on your device right after scanning, open an application in which letters and numbers can be displayed before you activate the barcode reader.

1. Open an application, e.g. Notes, Tasks and Contacts, in which you want to display converted barcode information after scanning.
2. Do one of the following to enable barcode reader and keyboard hook:
   - Tap > **Settings** > **System** tab > **Barcode setting** > **Options** tab. Then check the checkboxes of Barcode reader and Keyboard hook.

- Tap icon on the screen and tap Disable in the dialog box to active barcode reader and keyboard hook directly.



3. Point the barcode reader to a barcode/QR code label and press the scan key (left scan key, right scan key or the assigned trigger key).
4. Adjust the distance between your device and the label, make sure the laser beam of the scanner exceeds the width of the label.
5. A Goodread Sound plays and the content of the barcode/QR code shows when the label is decoded successfully.

Chapter 10. Other Applications

Your device comes with a variety of useful companion applications. This chapter describes the procedure on how to utilize these applications.

10.1 Word Mobile

With Word Mobile, you can create and edit Microsoft Word documents and templates, plain text files, and/or rich text format files.

Unlike Microsoft Word, you can only have one document open at a time in Word Mobile.

Creating a Document

1. Do one of the following:
   - Tap > **Programs** > **Word Mobile**.
   - Tap on the Word Mobile icon in the program shortcut of the Today screen.
2. Tap **New** , if a new document is not opened by itself.
3. Enter text as desired.
4. Tap **Menu** > **File** > **Save As**.
5. Enter a name for the document and tap the **Save** button.

You can also tap **Ok** to save a document after you finish entering text. This way, the first few words of the document is being used as the filename.

Word Mobile Formatting Toolbar

The Formatting toolbar in Word Mobile provides a quick way to apply common formatting such as bold type, bulleted or numbered lists, and paragraph indentation to your text.

- In a Word Mobile document, tap **View** > **Toolbar**.

  A check mark appears next to **Toolbar** when the toolbar is visible.

Tap	To
B	Make the selected text bold
I	Make the selected text italic
U	Underline the selected text
	Align text to the left
	Center the text
	Align text to the right
	Add or remove a numbered list in the selected text
	Add or remove bullets in the selected text

	Increase the indent of numbered or bulleted list text one tab stop to the right
	Decrease the indent of numbered or bulleted list text one tab stop to the left

10.2 Excel Mobile

With Excel Mobile, you can create and view spreadsheet on you device.

Unlike Microsoft Excel, you can only have one document open at a time in Excel Word Mobile.

Creating a New Spreadsheet

1. Do one of the following:
   - Tap > **Programs** > **Excel Mobile**.
   - Tap on the Excel Mobile icon in the program shortcut of the Today screen.
2. Enter text, numbers, and formulas as desired.
3. Tap **Menu** > **File** > **Save As**.
4. Enter a name for the document and tap the **Save** button.

You can also tap **Ok** to save a spreadsheet and Excel Mobile gives it a name automatically.

Excel Mobile Formatting Toolbar

The formatting toolbar in Excel Mobile provides a quick way to apply common functions such as create a chart or align text to the left.

- In an Excel Mobile workbook, tap **View** > **Toolbar**.

A check mark appears next to Toolbar when the toolbar is visible.

Tap	To
	Create a chart from the selected cells
	Align text to the left
	Center the selected text
	Align text to the right
	Add all contiguous numbers in a column or row
$	Add a currency symbol
,	Add the default thousands separator
.00	Add a decimal point
	Increase and decrease the magnification

10.3 PowerPoint Mobile

With PowerPoint Mobile, you can view PowerPoint slides on you device.

PowerPoint Mobile only supports slides in .ppt and .pps formats.

Starting a PowerPoint Presentation

1. Do one of the following:
   - Tap > **Programs** > **PowerPoint Mobile**.
   - Tap on the PowerPoint Mobile icon in the program shortcut of the Today screen.
2. Tap the slide show you want to view in the presentation list.
3. Tap the current slide to advance to the next slide if slides don't advance automatically.
4. Tap **Menu** > **Rename/Move** .
5. Enter a name for the document and tap .

Stopping a PowerPoint Presentation

- In a slide show, tap ▲ | > **End Show**.

Navigating Between Slides

- Tap ▲ | > **Next** to go to the next slide.
- Tap ▲ | > **Previous** to go back to the previous slide.
- To jump to any slide in the slide show, tap ▲ | > **Go to Slide** and tap on the slide you want to view.

10.4 Pocket MSN Messenger

You can send instant messages with MSN Messenger.

Your device must be connected to the Internet before you can start using MSN Messenger.

Signing In/Out MSN Messenger

With MSN Messenger, you can send and receive instant messages from other MSN Messenger users.

You must have a valid Microsoft .NET Passport or Hotmail account before you can sign in to MSN Messenger.

To sign in MSN Messenger

1. Tap > **Programs** > **Pocket MSN**.

2. Tap **MSN Messenger**.
3. Tap **Sign In**, anywhere on the MSN Messenger screen, or **Menu** > **Sign In** to sign in MSN Messenger.
4. Enter your e-mail and password and tap **Sign In**.

To sign out MSN Messenger

- Tap **Menu** > **Sign out**.

Adding/Deleting a MSN Messenger Contact

1. Sign in MSN Messenger.
2. Do any of the following:
   - To add a contact, tap **Menu** > **Add a Contact**, and follow the on-screen instructions.
   - To delete a contact, tap and hold the contact name in the MSN contact list, then tap **Delete Contact**.

Sending an Instant Message

1. Sign in MSN Messenger.
2. Tap the contact's name to whom you want to send a message to.
3. Enter a message and tap Send.

To add a preset message, tap **Menu** > **My Text** and select a preset message.

Changing MSN Messenger Display Name

1. Sign in MSN Messenger.
2. Tap **Menu** > **Options** > **Messenger** tab.
3. Enter a new display name and tap ok.

Blocking/Unblocking a Contact

- To block a contact from seeing you on-line, tap and hold the contact's name and select **Block**.
- To unblock a contact, tap and hold the contact's name and select **Unblock**.

Changing MSN Messenger Settings

1. Sign in MSN Messenger.
2. Tap **Menu** > **Options**.
3. Select the type of options to change.
4. Tap ok.