



**Intermec**



**User's Manual**



**700 Series Color  
Mobile Computer**



**Intermec**



User's Manual

**700 Series Color  
Mobile Computer**

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This product includes cryptographic software written by Eric Young ([ey@cryptsoft.com](mailto:ey@cryptsoft.com))

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**Contents**

## Before You Begin

This section introduces you to standard warranty provisions, safety precautions, warnings and cautions, document formatting conventions, and sources of additional product information. A documentation roadmap is also provided to guide you in finding the appropriate information.

### Warranty Information

To receive a copy of the standard warranty provision for this product, contact your local Intermec support services organization. In the U.S. call 1-800-755-5505, and in Canada call 1-800-668-7043. If you live outside of the U.S. or Canada, you can find your local Intermec support services organization on the Intermec Web site at [www.intermec.com](http://www.intermec.com).



**Note:** Opening this product may void the warranty. The internal workings of this product can only be accessed by Intermec service personnel. Radio replacements and upgrades require Intermec service personnel.

### Safety Summary

Your safety is extremely important. Follow these guidelines:

- Read and follow all warnings and cautions in this book before handling and operating Intermec equipment. You can be seriously injured, and equipment and data can be damaged if you do not follow the safety warnings and cautions.
- Do not repair or adjust energized equipment alone under any circumstances. Someone capable of providing first aid must always be present for your safety.
- Always obtain first aid or medical attention immediately after an injury. Never neglect an injury, no matter how slight it seems.
- Begin resuscitation immediately if someone is injured and stops breathing. Any delay could result in death. To work on or near high voltage, you should be familiar with approved industrial first aid methods.
- Never work on energized equipment unless authorized by a responsible authority. Energized electrical equipment is dangerous. Electrical shock from energized equipment can cause death. If you must perform authorized emergency work on energized equipment, be sure that you comply strictly with approved safety regulations.



## Warnings, Cautions, and Notes



The warnings, cautions, and notes in this manual use this format:

A warning alerts you of an operating procedure, practice, condition, or statement that must be strictly observed to avoid death or serious injury to the persons working on the equipment.

**Attention Danger:** Un avertissement vous avertit d'une procédure de fonctionnement, d'une méthode, d'un état ou d'un rapport qui doit être strictement respecté pour éviter l'occurrence de mort ou de blessures graves aux personnes manipulant l'équipement.



A caution alerts you to an operating procedure, practice, condition, or statement that must be strictly observed to prevent equipment damage or destruction, or corruption or loss of data.

**Attention:** Une précaution vous avertit d'une procédure de fonctionnement, d'une méthode, d'un état ou d'un rapport qui doit être strictement respecté pour empêcher l'endommagement ou la destruction de l'équipement, ou l'altération ou la perte de données.



**Note:** Notes are statements that either provide extra information about a topic or contain special instructions for handling a particular condition or set of circumstances.

## About This Manual

The *700 Series Color Mobile Computer User's Manual* provides you with information about the features of the 700 Series Color Mobile Computer and how to configure, troubleshoot, and support it. You must be familiar with your host PC, your network, and your other Intermecc equipment.

- **Chapter 1 — Introduction**  
Introduces the 700 Series Color Mobile Computer.
- **Chapter 2 — Pocket PC 2002**  
Introduces the Pocket PC 2002 operating system from Microsoft Corporation, and explains how to use its Outlook, ActiveSync, Internet Explorer, and other companion programs.
- **Chapter 3 — Installing Applications**  
Provides methods to install applications and CAB files, also covers application migration.
- **Chapter 4 — Network Support**  
Introduces the CORE application, network adapters such as Ethernet, 802.11b radios, GSM/GPRS or CDMA/1xRTT embedded radio modules, and wireless printing equipped with a Bluetooth module, SNMP configuration, and Network Selection APIs.
- **Chapter 5 — Printer Support**  
Provides information on printing ASCII to either a port or to a generic serial port, and on working with IrDA, NPCP, and O'Neil printer drivers.

- **Chapter 6 — Scanner Support**  
Provides Automatic Data Collection COM and IImage interfaces and lists settings via Data Collection parameters.
- **Chapter 7 — Programming**  
Programming information that includes creating CAB files, the FTP Server, Full Screen, Kernel I/O Control Functions, Reboot Functions, and remapping the keypad.
- **Appendix A — Control Panel Applets**  
Contains detailed information about the Data Collection, SNMP, and Unit Information control panel applets.
- **Appendix B — Unit Manager**  
Describes how to configure some parameters via the Unit Manager application and includes reader commands.
- **Appendix C — Bar Codes**  
Describes some of the more common bar code symbologies and includes bar code labels that can be scanned to configure your 700 Series Computer.

## Format Conventions for Input From a Keyboard or Keypad

This table describes the formatting conventions for input from PC or host computer keyboards and device keypads.

### Format Conventions

Convention	Description
Special text	Shows the command as you should enter it into the device.
<i>Italic text</i>	Indicates a variable that you must replace the parameter with a value.
<b>Bold text</b>	Indicates the keys you must press on a PC or host computer keyboard. For example, “press <b>Enter</b> ” means you press the key labeled “Enter” on the PC or host computer keyboard.
where	This word introduces a list of parameters and explains the values you can specify for them.

## **Related Publications**

To order printed versions of the Intermec manuals, contact your local Intermec representative or distributor. Following are related Intermec manuals, CD-ROMs, and part numbers (P/N). For other versions and languages, consult your Intermec sales representative.

- *700 Series Color Mobile Computer Quick Start Guide*  
(P/N: 962-054-053)
- *700 Color Recovery CD PPC 2002 Professional Edition WWE*  
(P/N: 235-100-001 Kit)
- *700 Color Recovery CD PPC 2002 Premium Edition WWE*  
(P/N: 235-101-001 Kit)
- *700 Series Color Software Tools CD* (P/N: 235-099-001)
- *Windows 95 and Windows CE Configuration Utilities Reference Manual*  
(P/N: 978-054-010)

## **Global Services and Support**

Select any of the following services available from Intermec Technologies Corporation:

- **Factory Repair and On-site Repair**  
To request a return authorization number for one of our authorized service centers, or to request an on-site repair technician, call 1-800-755-5505, then select option 1.
- **Technical Support**  
For technical support on your Intermec product, call 1-800-755-5505, then select option 2.
- **Service Contract Status**  
To inquire about an existing contract, or to renew a contract, call 1-800-755-5505, then select option 3.
- **Schedule Site Surveys or Installations**  
To schedule a site survey, or to request a product or system installation, call 1-800-755-5505, then select option 4.

## **Web Support**

Visit our Web site at <http://www.intermec.com> to download many of our current manuals in PDF format.

Visit our technical knowledge base (Knowledge Central) at <http://intermec.custhelp.com> to review technical information or to request technical help for all Intermec products.



# **1 Introduction**

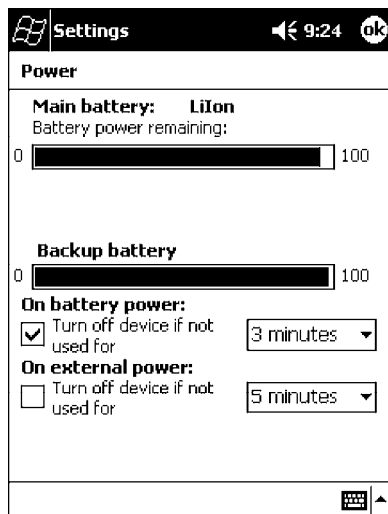
This chapter introduces the 700 Series Color (700C) Mobile Computer, developed by Intermec Technologies Corporation to enhance wireless connectivity needs.

# About the 700 Series Color Mobile Computer

## Battery



The 700 Series Computer comes equipped with a nominal 14.4 Watt-hour, 7.2V (two 2000 mAh cells), replaceable Lithium-Ion (LiIon) battery. To view the status of this battery from the 700 Series Computer, tap **Start** → **Settings** → the **System** tab → the **Power** icon to view the current status of both the main battery and the backup battery. Tap **ok** to exit this information.

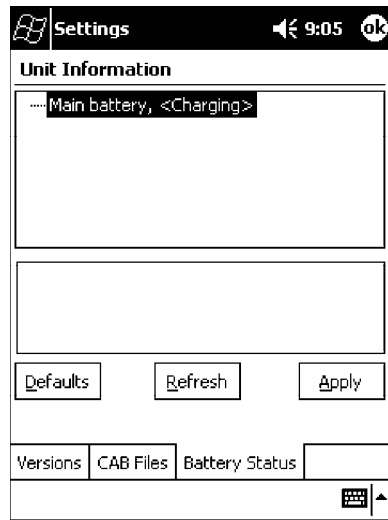




**Note:** The **Unit Information** control panel applet is only available in the 700 Series Computer if Intermecc Content is enabled, the Plus region is enabled and installed, and a laser scanner is installed.



You can also view the battery status for the 700 Series Computer by accessing the **Unit Information** control panel applet. Tap the **Unit Information** icon, then tap the **Battery Status** tab to view the current status. Tap **ok** to exit this information.



### Low Battery Shutdown

If your computer shuts down because of low battery conditions, your computer will not operate. This is done to ensure that data is protected. Although the battery will protect the data against loss for several hours, you should connect your computer to a power source when you first detect a low battery condition.

Your computer contains an internal super capacitor, a temporary power storage device, that protects data for up to ten minutes. This is to give you time to replace the main battery pack before that data is lost. *Be sure to put the computer in a suspend mode before doing so.*

The battery power fail level is set so that after the system shuts down in a low battery condition, there is still sufficient charge to allow the unit to remain configured, keep proper time, and maintain DRAM (Dynamic Random Access Memory) for at least 72 hours at room temperature *if* the main battery remains in the mobile computer. The configuration and time are lost if:

- The battery discharges beyond this level.
- The battery is removed when the computer is *not in suspend mode*.
- A cold reset is performed on the computer.

### System Status Maintained

System status is maintained in “suspend” when the main battery is removed:

- 10 minutes for 64 MB low-power chips
- 5 minutes for 128 MB low-power chips

### CAB Files Within 700C Software Tools CD

If you leave the default destination while you install the “\700 Color Mgmt Tools” directory onto your desktop PC, then “C:\Intermec\Intermec 700 Color Mgmt Tools\Cab Files” will be the default directory. There are folders within the “\Cab Files” directory that contain demos and program files. See the *700 Series Color Software Tools CD User’s Manual* for more information about these files.

### Modem Support

Modem PC Cards are not supported by the 700 Series Computer. However, modem options do include the following:

- Switchable dock that includes a built-in modem and a serial port between which an application can switch.
- Mini-Landline Modem that can be tethered to the port on the bottom of the 700 Series Computer.
- Other external modems that may be connected to the bottom of the 700 Series Computer or to the dock.

### Network Support

Radio CompactFlash Cards cannot be installed by a user. The 700 Series Computer must be serviced to install or replace radios. See Chapter 4, “*Network Support*” for more information.

- 802.11b radio
- Integrated GSM/GPRS radio
- CDPM/1xRTT radio
- Wireless printing equipped with a Bluetooth qualified module by Socket Communications

## Removeable Card Support

To access either the CompactFlash (CF) or SecureDigital (SD) card slot, locate the access door at the top of the 700 Series Computer, remove its two screws, then remove the door.

### CompactFlash Cards

Support is limited to one CompactFlash (CF) Storage Card in the 700 Series Computer, either for storage or for the 802.11b radio.

### SecureDigital Cards

Support is limited to one SecureDigital (SD) Storage Card in the 700 Series Computer for storage.

### MultiMediaCards

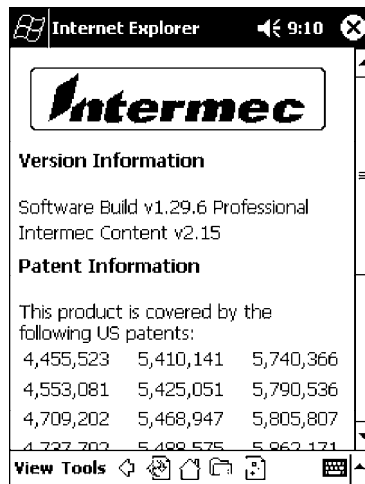
MultiMediaCards (MMCs) are not supported in the 700 Series Computers because current technology shows that SD cards will quickly surpass MMC cards in storage capacity.

## Software Build Version

To check to see if your 700 Series Computer has the latest build, select **Start** → **Internet Explorer** → the **Intermec** logo.



The latest software build version is displayed beneath the **Patent Information** title. This information will be useful should you need customer assistance.

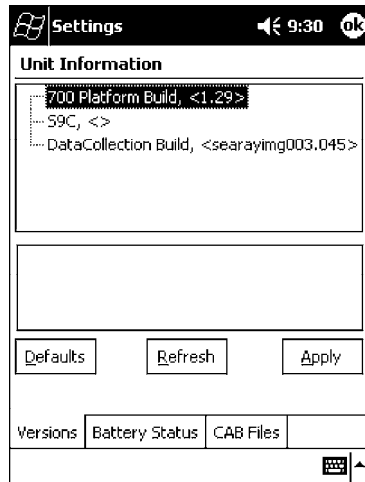


**Note:** The **Unit Information** control panel applet is only available in the 700 Series Computer if Intermec Content is enabled, the Plus region is enabled and installed, and a laser scanner is installed.





You can also view the latest software build version on your 700 Series Computer by accessing the **Unit Information** control panel applet. Select **Start** → **Settings** → the **System** tab → the **Unit Information** icon → the **Versions** tab to view the current build version on your 700 Series Computer.



## What's New

The newest functionality is available in software build versions 1.30 or greater. The following changes have occurred since the last release of this manual:

- Applied new publications standards to this manual.
- Adapted instructions using Ethernet connections to fit Intermec requirements in Chapter 2, “*Pocket PC 2002*.”
- Moved “*Updating System Software*” and “*EFlash*” information to the *Recovery CD User's Manual* from Chapter 3, “*Installing Applications*.”
- Removed several 802.11 APIs not related to the 700 Series Color Computer from Chapter 4, “*Network Support*.”
- Added the Siemens MC45 radio module to Chapter 4, “*Network Support*.”
- Added tethered scanner information to Chapter 6, “*Scanner Support*.”
- Added CAB extraction information and FTP Server parameters to Chapter 7, “*Programming*.”
- Added imager option information via the Data Collection control panel applet to Appendix A, “*Control Panel Applets*.” *Note that this is for 700 Series Computers using an imager.*



## **2** Pocket PC 2002

This chapter introduces the Pocket PC 2002 operating system from Microsoft Corporation.

## Introduction

Congratulations on purchasing a Pocket PC. Due to the size and capabilities of this 700 Series Color Mobile Computer, you can keep your most important business and personal information up-to-date and close at hand. Microsoft ActiveSync increases the power of your 700 Series Computer by allowing you to synchronize the information on your desktop or laptop computer with your 700 Series Computer. Picture yourself in the following situations:

- A Calendar reminder alerts you that it is time to catch the bus. You grab your 700 Color Pocket PC Mobile Computer and catch the bus just in time. Because ActiveSync keeps the information on your 700 Series Computer up-to-date, you leisurely review your task list, make notes about the new books and CDs you want to buy, and read and respond to e-mail messages. When you get back to the office, ActiveSync transfers any task changes you made, your notes, and your e-mail message responses to your desktop computer. For more information on ActiveSync, see “*Microsoft ActiveSync*” on page 29.
- While walking with a colleague, your 700 Color Pocket PC Mobile Computer rings. You look at the caller ID and see it is your manager who is calling. She asks if you two are free this afternoon for an emergency meeting. While your colleague fumbles through his paper organizer, you press a button on your 700 Series Computer and instantly see a list of today’s appointments and meetings. You are quickly able to tell your manager your available times, and make a note of the new meeting while on the call. You hang up, send an e-mail with a schedule request for the three of you at the desired location. For more information on scheduling appointments and meetings, see “*Microsoft Pocket Outlook*” on page 31.
- You are meeting your friends tonight for dinner and a movie. You download the latest movie information from the Internet to your desktop computer and then synchronize it with your 700 Series Computer. At dinner, you pull out your 700 Color Pocket PC Mobile Computer and review your movie options with your friends. For more information on downloading Web pages to your 700 Series Computer, see “*Pocket Internet Explorer*” on page 62.

## Premium versus Professional Editions

Your 700 Series Computer will have either the Premium Edition or the Professional Edition of Pocket PC 2002. Do the following to determine which edition of Pocket PC 2002 is on your unit.

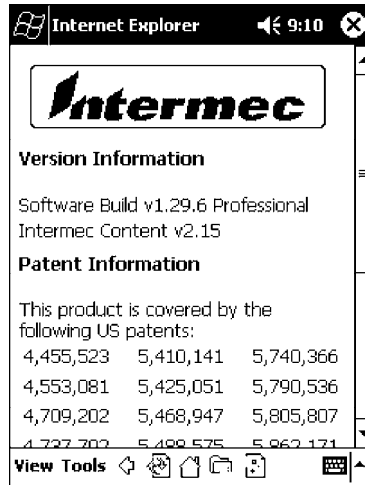
- 1 Select **Start** → **Internet Explorer** → the **Intermec** logo.



2 Note the “Software Build” information displayed beneath the **Version Information** title.



**Note:** If you have an older software build, your unit may say either “PREM” (which indicates the Premium Edition) or “PRO” (which indicates the Professional Edition).



3 Tap the **Close** icon in the top right corner to exit the Internet Explorer.

Below is a list of components for each edition of Pocket PC 2002:

Component	Premium Edition	Professional Edition
Microsoft ActiveSync Client (page 29)	X	X
Microsoft Pocket Outlook (page 31)	X	X
Pocket Word (page 47)	X	X
Pocket Excel (page 52)	X	X
MSN Messenger (page 53)	X	
Windows Media Player for Pocket PC (page 57)	X	RAM
Microsoft Reader (page 58)	X	RAM
Pocket Internet Explorer (page 62)	X	X



**Note:** Components marked with “RAM” are provided on a Companion CD for download into RAM rather than burned into Flash ROM.

## Where to Find Information

This chapter describes your 700 Series Computer hardware, provides an overview of the programs on your 700 Series Computer, and explains how to connect your 700 Series Computer to a desktop computer, a network, or the Internet. For instructions on setting up your 700 Series Computer and installing ActiveSync, see the Quick Start Card. The following is a guide to more information to assist you use your 700 Series Computer.

For information on:	See this source:
Programs on your mobile computer.	This chapter and mobile computer Help. To view Help, tap <b>Start</b> → <b>Help</b> .
Additional programs that can be installed on the mobile computer.	The Pocket PC Companion CD.
Connecting to and synchronizing with a desktop computer.	The Quick Start Card or <i>AutoSync Help</i> on your desktop computer. To view Help, click <b>Help</b> → <b>Microsoft ActiveSync Help</b> .
Last-minute updates and detailed technical information.	The Read Me files, located in the Microsoft ActiveSync folder on the desktop computer and on the Pocket PC Companion CD.
Up-to-date information on your Pocket PC.	<a href="http://www.microsoft.com/mobile/pocketpc">http://www.microsoft.com/mobile/pocketpc</a>

Pocket PC and many of the technologies supported by the 700 Series Computer are not from Intermec Technologies. Many of the utilities and features on a Pocket PC device come directly from Microsoft without any modification from Intermec Technologies. There may be certain Microsoft-specific issues that Intermec Technologies would not be able to support, so you will have to contact Microsoft Corporation. Use these URLs to determine your Microsoft support options:

- <http://msdn.microsoft.com/support/>
- <http://support.microsoft.com/>
- <news://news.microsoft.com> (a free support option)

## Basic Skills

Learning to use your 700 Series Computer is easy. This describes the basic concepts of using and customizing your 700 Series Computer.

### Buttons and Stylus

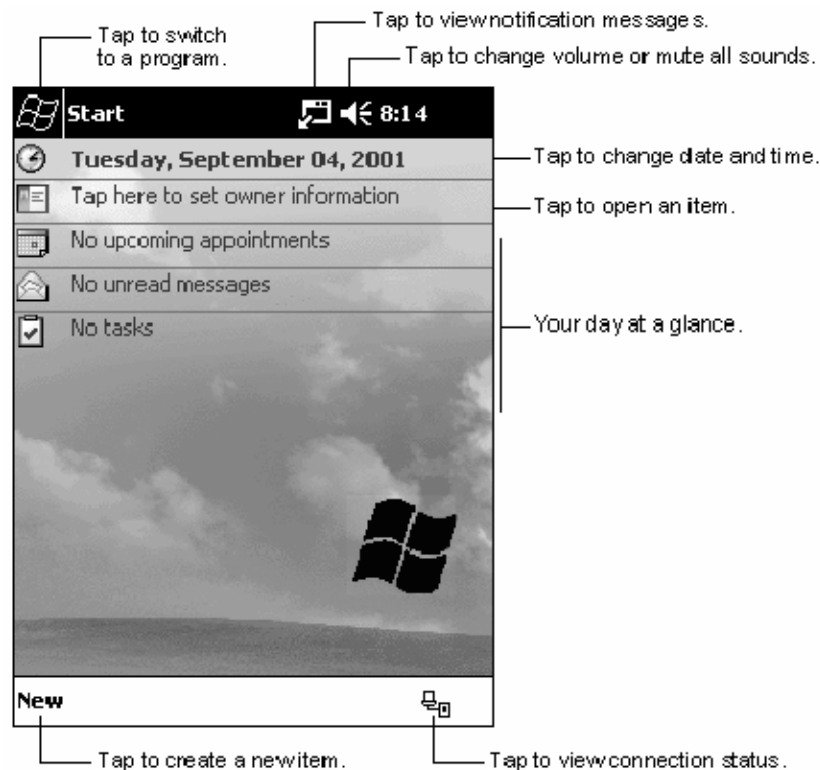
Your 700 Series Computer has hardware buttons that control actions and scroll functions, and a stylus for selecting items and entering information. On the 700 Series Computer, the stylus replaces the mouse.

- **Tap:**  
Touch the screen once with the stylus to open items and select options.
- **Drag:**  
Hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.
- **Tap and hold:**  
Tap and hold the stylus on an item to see a list of actions available for that item. On the pop-up menu that appears, tap the action to be performed.

### Today Screen



When you turn on your 700 Series Computer for the first time each day (or after four hours of inactivity), you will see the **Today** screen. You can also display it by tapping the **Start** flag (shown left) and then **Today**. On the **Today** screen, you can see at a glance important information for the day.



Following are some of the status icons you may see:

Status Icon    Meaning:



Turns all sounds on and off.



Backup battery is low.



Main batteries are charging.



Main batteries are low.



Main batteries are very low.



Main batteries are full.



Connection is active.



Synchronization is beginning or ending.



Synchronization is occurring.



Notification or one or more instant messages received.



Notification of one or more e-mail messages received.



If more notification icons need to be displayed than there is room to display them, the **Notification** icon (*shown left*) will display. Tap the icon to view all notification icons.

## Programs

You can switch from one program to another by selecting it from the **Start** menu. (You can customize which programs you see on this menu. For information, see “*Adjusting Settings*” on page 26.) To access some programs, tap **Start** → **Programs**, and then the program name.

You can also switch to some programs by pressing a program button. Your 700 Series Computer has one or more program buttons located on the front or side of the computer. The icons on the buttons identify the programs to which they switch.



**Note:** Some programs have abbreviated labels for check boxes and drop-down menus. To see the full spelling of an abbreviated label, tap and hold the stylus on the label. Drag the stylus off the label so that the command is not carried out.

The following is a partial list of programs that are on your 700 Series Computer. Look on the Pocket PC Companion CD for additional programs that you can install onto your 700 Series Computer.



### ActiveSync

Synchronize information between your 700 Series Computer and desktop computer.



### Calendar

Keep track of your appointments and create meeting requests.



### Contacts

Keep track of your friends and colleagues.



### Inbox

Send and receive e-mail messages.



### Pocket Internet Explorer

Browse Web and WAP (Wireless Application Protocol) sites, and download new programs and files from the Internet.



### Notes

Create handwritten or typed notes, drawings, and recordings.



### Tasks

Keep track of your tasks.



### Pocket Excel

Create new workbooks or view and edit Excel workbooks created on your desktop computer.



### MSN Messenger

Send and receive instant messages with your MSN Messenger contacts.



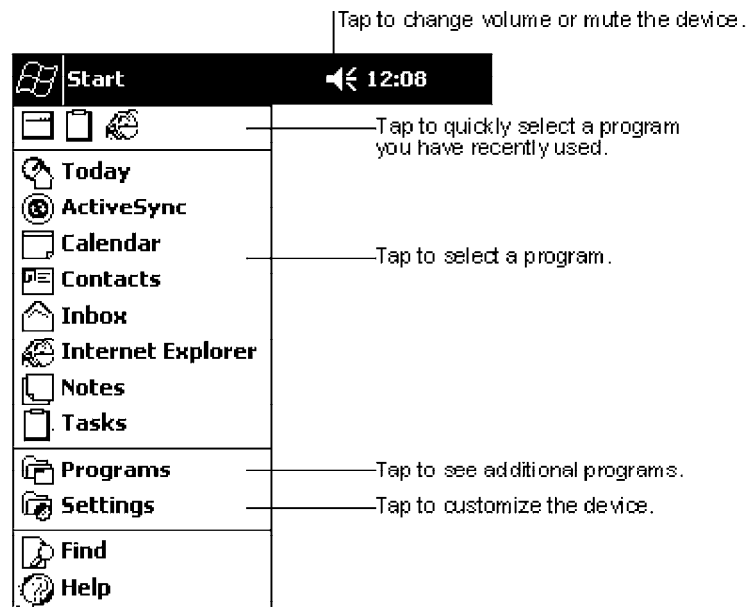
### Pocket Word

Create new documents or view and edit Word documents created on your desktop computer.

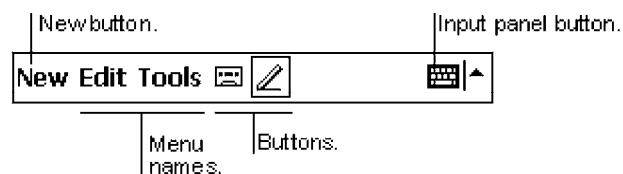


## Navigation Bar and Command Bar

The navigation bar is located at the top of the screen. It displays the active program and current time, and allows you to switch to programs and close screens.

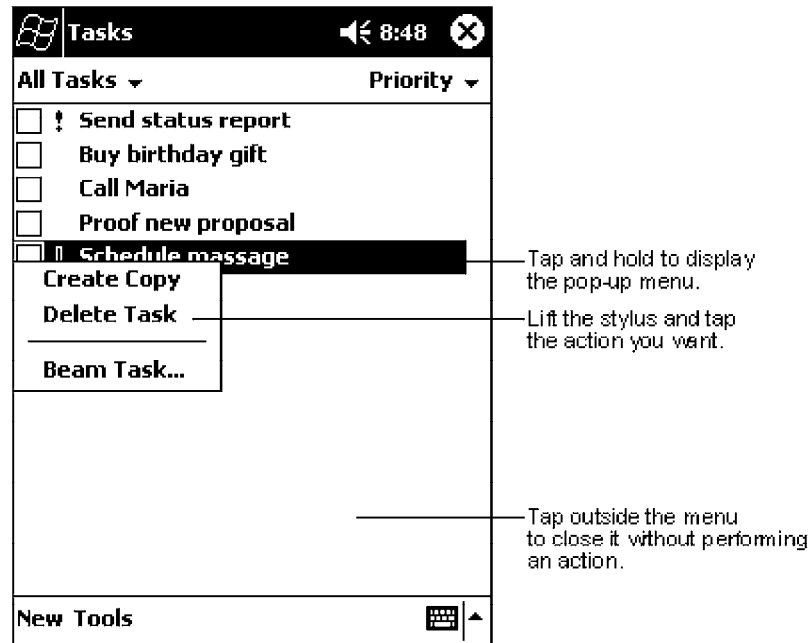


Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menu names, buttons, and the **Input Panel** button. To create a new item in the current program, tap **New**. To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.



## Pop-up Menus

With pop-up menus, you can quickly choose an action for an item. For example, you can use the pop-up menu in the contact list to quickly delete a contact, make a copy of a contact, or send an e-mail message to a contact. The actions in the pop-up menus vary from program to program. To access a pop-up menu, tap and hold the stylus on the item name that you want to perform the action on. When the menu appears, lift the stylus, and tap the action you want to perform. Or tap anywhere outside the menu to close the menu without performing an action.



## Notifications

Your 700 Series Computer reminds you in a variety of ways when you have something to do. For example, if you have set up an appointment in Calendar, a task with a due date in Tasks, or an alarm in Clock, you will be notified in any of the following ways:

- A message box appears on the screen.
- A sound, which you can specify, is played.
- A light flashes on your 700 Series Computer.
- A vibrator resonates from the 700 Series Computer.

To choose reminder types and sounds for your 700 Series Computer, tap **Start** → **Settings** → the **Personal** tab → **Sounds & Notifications**. The options you choose here apply throughout the 700 Series Computer.

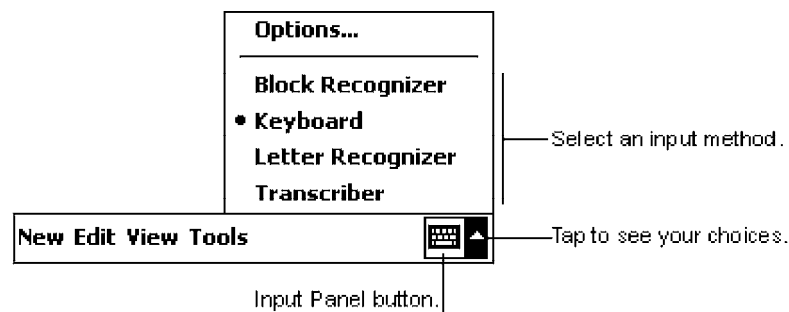
## Enter Information on Your 700 Series Computer

You have several options for entering new information:

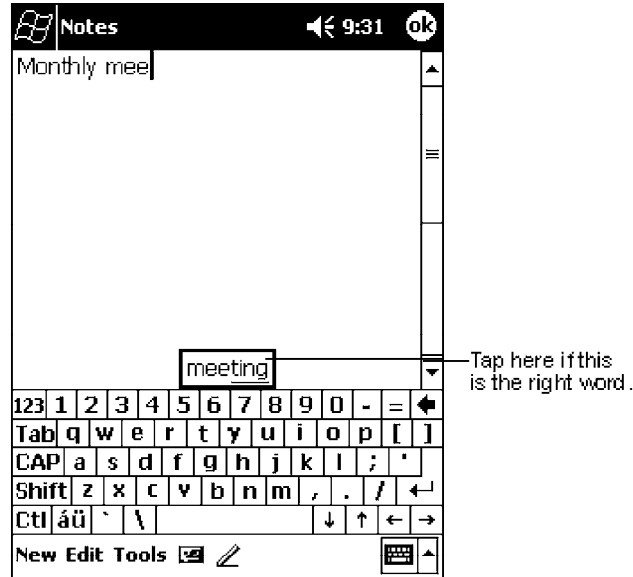
- Use the input panel to enter typed text, either by using the soft keyboard or other input method.
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into your 700 Series Computer microphone to record a message.
- Use Microsoft ActiveSync to synchronize or copy information from your desktop computer to your 700 Series Computer. For more information on ActiveSync, see *ActiveSync Help* on your desktop computer.

Use the input panel to enter information in any program on your 700 Series Computer. You can either type using the soft keyboard or write using **Block Recognizer**, **Letter Recognizer**, or **Transcriber**. In either case, the characters appear as typed text on the screen.

To show or hide the input panel, tap the **Input Panel** button. Tap the arrow next to the **Input Panel** button to see your choices.



When you use the input panel, your 700 Series Computer anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your 700 Series Computer, the more words it learns to anticipate.



**Note:** To change word suggestion options, such as the number of words suggested at one time, tap **Start** → **Settings** → the **Personal** tab → **Input** → the **Word Completion** tab.

### Typing With the Soft Keyboard

- 1 Tap the arrow next to the **Input Panel** button, and then **Keyboard**.
- 2 On the soft keyboard that is displayed, tap the keys with your stylus.

### Using Block Recognizer

With Block Recognizer, you can input character strokes using the stylus that are similar to those used on other 700 Series Computers.

- 1 Tap the arrow next to the **Input Panel** button, then **Block Recognizer**.
- 2 Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Block Recognizer, with Block Recognizer open, tap the question mark next to the writing area.

### Using Letter Recognizer

With Letter Recognizer, you can write letters using the stylus just as you would on paper.

- 1 Tap the arrow next to the **Input Panel** button, then **Letter Recognizer**.
- 2 Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Letter Recognizer, with Letter Recognizer open, tap the question mark next to the writing area.

### Using Transcriber

With Transcriber, you can write anywhere on the screen using the stylus just as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence or more of information. Then, pause and let Transcriber change the written characters to typed characters.

- 1 Tap the arrow next to the **Input Panel** button, and then **Transcriber**.
- 2 Write anywhere on the screen.

For specific instructions on using Transcriber, with Transcriber open, tap the question mark in the lower right hand corner of the screen.

### Selecting Typed Text

If you want to edit or format typed text, you must select it first.

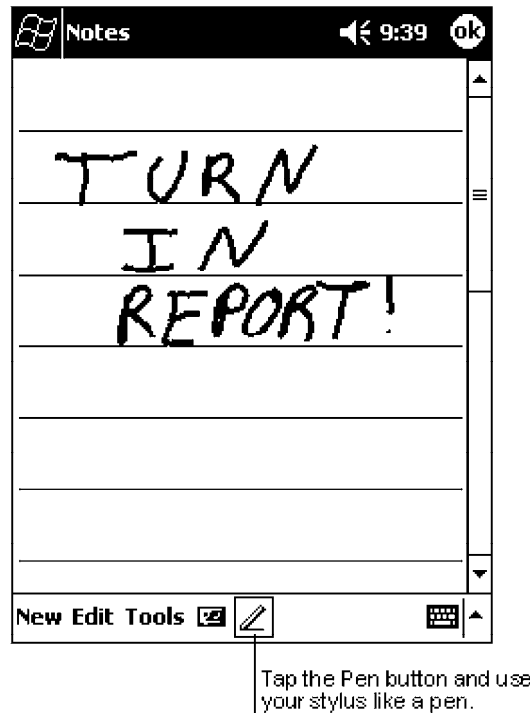
- Drag the stylus across the text you want to select.

You can cut, copy, and paste text by tapping and holding the selected words and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu.

## Writing on the Screen

In any program that accepts writing, such as the Notes program, and in the **Notes** tab in Calendar, Contacts, and Tasks, you can use your stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you have written and convert the information to text at a later time.

- Tap the **Pen** button to switch to writing mode. This action displays lines on the screen to help you write.



**Note:** Some programs that accept writing may not have the **Pen** button. See the documentation for that program to find out how to switch to writing mode.

### Selecting the Writing

If you want to edit or format writing, you must select it first.

- 1 Tap and hold the stylus next to the text you want to select until the insertion point appears.
- 2 Without lifting, drag the stylus across the text you want to select.

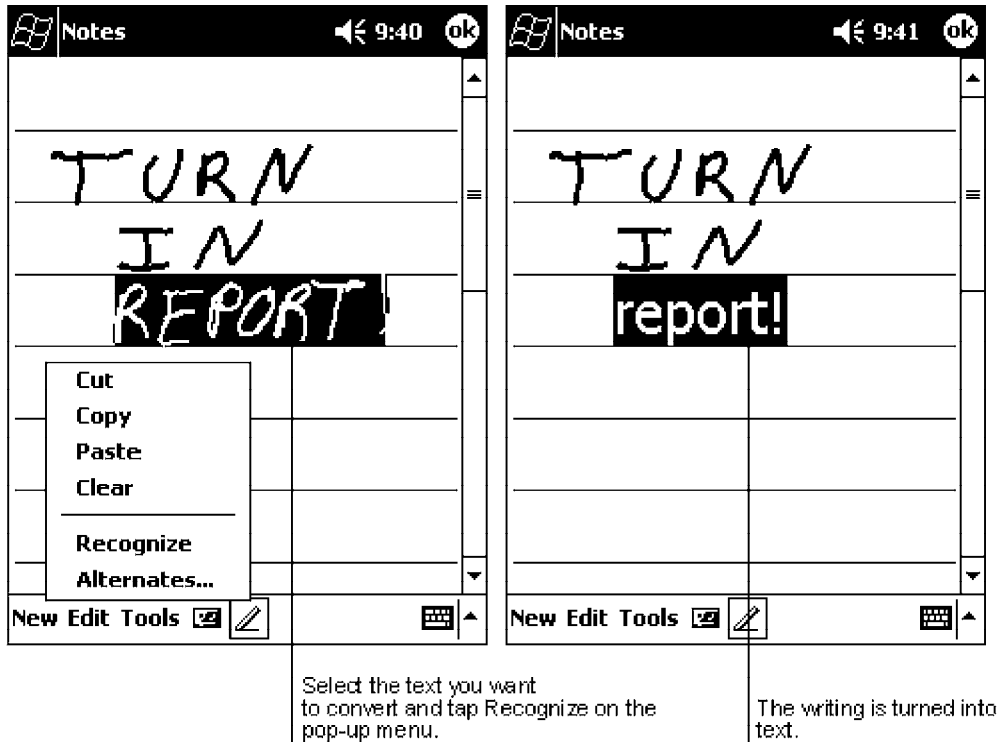
If you accidentally write on the screen, tap **Tools** → **Undo** and try again. You can also select text by tapping the **Pen** button to deselect it and then dragging the stylus across the screen.

You can cut, copy, and paste written text in the same way you work with typed text: tap and hold the selected words and then tap an editing command on the pop-up menu, or tap the command on the **Edit** menu.

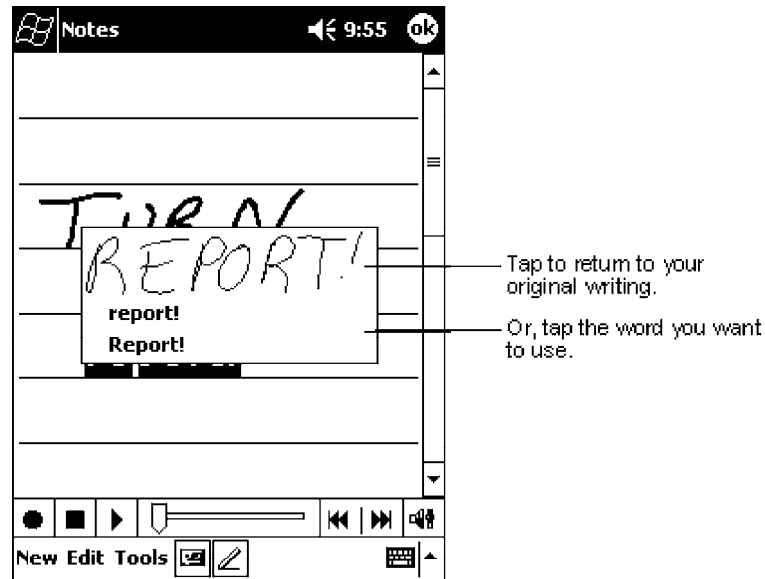
### Converting Writing to Text

- Tap Tools → Recognize.

If you want to convert only certain words, select them before tapping **Recognize** on the **Tools** menu (or tap and hold the selected words and then tap **Recognize** on the pop-up menu). If a word is not recognized, it is left as writing.



If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing. To do so, tap and hold the incorrect word (tap one word at a time). On the pop-up menu, tap **Alternates**. A menu with a list of alternate words appears. Tap the word you want to use, or tap the writing at the top of the menu to return to the original writing.



Tips for getting good recognition:

- Write neatly.
- Write on the lines and draw descenders below the line. Write the cross of the “t” and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the **Tools** menu.
- Write the letters of a word closely and leave big gaps between words so that the 700 Series Computer can easily tell where words begin and end.
- Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.
- If you add writing to a word to change it (such as changing a “3” to an “8”) after you attempt to recognize the word, the writing you add will not be included if you attempt to recognize the writing again.

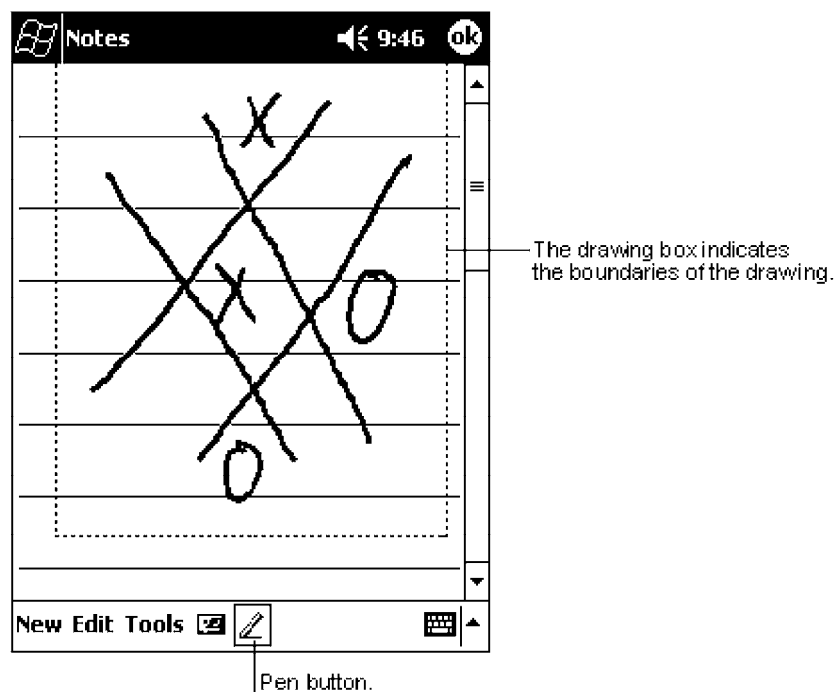


## Drawing on the Screen

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

### Creating a Drawing

- Cross three ruled lines on your first stroke. A drawing box appears. Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines will be treated as writing.



**Note:** You may want to change the zoom level so that you can more easily work on or view your drawing. Tap **Tools** and then a zoom level.

### Selecting a Drawing

If you want to edit or format a drawing, you must select it first.

- Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect the **Pen** button and then drag to select the drawings you want.

You can cut, copy, and paste selected drawings by tapping and holding the selected drawing and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu. To resize a drawing, make sure the **Pen** button is not selected, and drag a selection handle.

## Recording a Message

In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message. In Calendar, Tasks, and Contacts, you can include a recording in the **Notes** tab. In the Notes program, you can create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first. In the Inbox program, you can add a recording to an e-mail message.

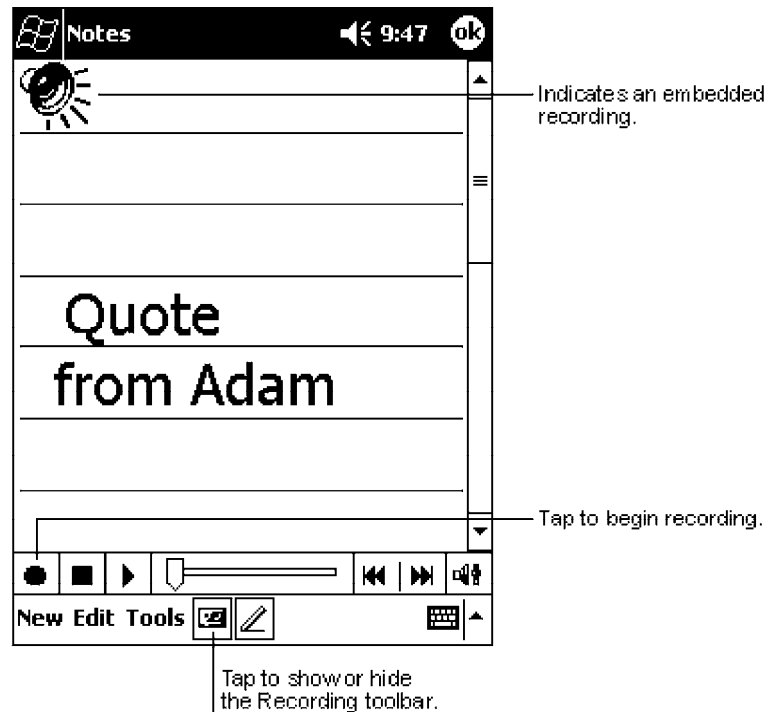
### Creating a Recording

- 1 Hold your computer's microphone near your mouth or source of sound.
- 2 Press and hold the **Record** hardware button on your 700 Series Computer until you hear a beep.
- 3 While holding down the **Record** button, make your recording.
- 4 To stop recording, release the **Record** button. Two beeps will sound. The new recording appears in the note list or as an embedded icon.



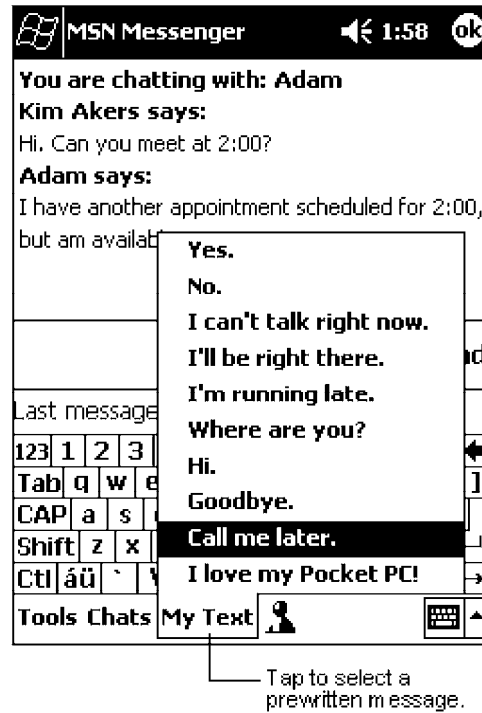
**Note:** You can also make a recording by tapping the **Record** button on the Recording toolbar.

To play a recording, tap it in the list or tap its icon in the note.



## Using My Text

When using Inbox or MSN Messenger, use **My Text** to quickly insert preset or frequently used messages into the text entry area. To insert a message, tap **My Text** and tap a message.



**Note:** You can add text after inserting a **My Text** message before sending it.

To edit a **My Text** message, in the **Tools** menu, tap **Edit** → **My Text Messages**. Select the message you wish to edit and make desired changes.

## Finding and Organizing Information

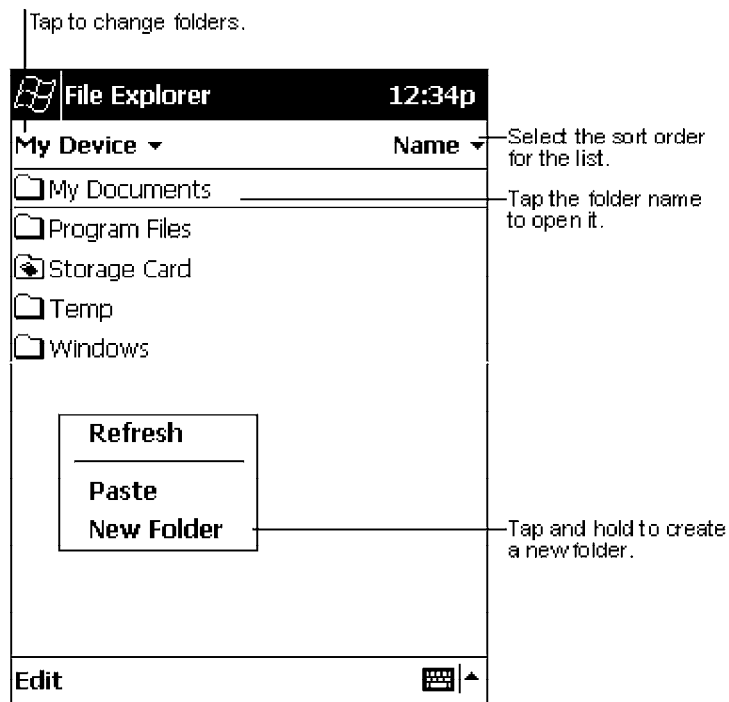
The **Find** feature on your 700 Series Computer helps you quickly locate information.

Tap **Start** → **Find**. Enter the text you want to find, select a data type, and then tap **Go** to initiate the search.



**Note:** To quickly find information that is taking up storage space on your 700 Series Computer, select **Larger than 64 KB** in **Type**.

You can also use the File Explorer to find files on your 700 Series Computer and to organize these files into folders. Tap **Start** → **Programs** → **File Explorer**.



**Note:** You can move files in File Explorer by tapping and holding the item you want to move, and then tapping **Cut** or **Copy** and **Paste** on the pop-up menu.

## Customizing Your 700 Series Computer

You can customize your 700 Series Computer by adjusting settings and installing additional software.

### Adjusting Settings

You can adjust settings to suit the way you work. To see available options, tap **Start** → **Settings** → either the **Personal** tab or the **System** tab located at the bottom of the screen. You might want to adjust the following:

- **Clock:**  
To change the time or to set alarms.
- **Menus:**  
To customize what appears on the **Start** menu, and to enable a pop-up menu from the **New** button.
- **Owner Information:**  
To enter your contact information.
- **Password:**  
To limit access to your 700 Series Computer.
- **Power:**  
To maximize battery life.
- **Today:**  
To customize the look and information displayed on the **Today** screen.

### Adding or Removing Programs

Programs added to your 700 Series Computer at the factory are stored in ROM (Read Only Memory). You cannot remove this software, and you will never accidentally lose ROM contents. ROM programs can be updated using special installation programs with a \*.XIP extension. All other programs and data files added to your 700 Series Computer after factory installation are stored in RAM (Random Access Memory).

You can install any program created for your 700 Series Computer, as long as your 700 Series Computer has enough memory. The most popular place to find software for your 700 Series Computer is on the Pocket PC Web site (<http://www.microsoft.com/mobile/pocketpc>).

### Adding Programs Using ActiveSync

You will need to install the appropriate software for your 700 Series Computer on your desktop computer before installing it on your 700 Series Computer.

- 1 Determine your 700 Series Computer and processor type so that you know which version of the software to install. Tap **Start** → **Settings** → the **System** tab → **About** → the **Version** tab, then make a note of the information in **Processor**.
- 2 Download the program to your desktop computer (or insert the CD or disk that contains the program into your desktop computer). You may see a single \*.XIP, \*.EXE, or \*.ZIP file, a SETUP.EXE file, or several versions of files for different 700 Series Computer types and processors. Be sure to select the program designed for the Pocket PC and your 700 Series Computer processor type.

- 3 Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.
- 4 Connect your 700 Series Computer and desktop computer.
- 5 Double-click the \*.EXE file.
  - If the file is an installer, the installation wizard will begin. Follow the directions on the screen. Once the software has been installed on your desktop computer, the installer will automatically transfer the software to your 700 Series Computer.
  - If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You will need to move this file to your 700 Series Computer. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your 700 Series Computer. For more information on copying files using ActiveSync, see *ActiveSync Help*.

Once installation is complete, tap **Start** → **Programs**, and then the program icon to switch to it.

### Adding a Program Directly from the Internet

- 1 Determine your 700 Series Computer and processor type so that you know which version of the software to install. Tap **Start** → **Settings** → the **System** tab → **About** → the **Version** tab, then make a note of the information in **Processor**.
- 2 Download the program to your 700 Series Computer straight from the Internet using Pocket Internet Explorer. You may see a single \*.XIP, \*.EXE, or \*.ZIP file, a SETUP.EXE file, or several versions of files for different 700 Series Computer types and processors. Be sure to select the program designed for the Pocket PC and your 700 Series Computer processor type.
- 3 Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide installation instructions.
- 4 Tap the file, such as a \*.XIP or \*.EXE file. The installation wizard will begin. Follow the directions on the screen.

### Adding a Program to the Start Menu

Tap **Start** → **Settings** → **Menus** → the **Start Menu** tab, and then the check box for the program. If you do not see the program listed, you can either use File Explorer on the 700 Series Computer to move the program to the **Start Menu** folder, or use ActiveSync on the desktop computer to create a shortcut to the program and place the shortcut in the **Start Menu** folder.

- **Using File Explorer on the 700 Series Computer:**

Tap **Start** → **Programs** → **File Explorer**, and locate the program (tap the folder list, labeled **My Documents** by default, and then **My Device** to see a list of all folders on the 700 Series Computer). Tap and hold the program and tap **Cut** on the pop-up menu. Open the **Start Menu** folder located in the Windows folder, tap and hold a blank area of the window, and tap **Paste** on the pop-up menu. The program will now appear on the **Start** menu. For more information on using File Explorer, see “*Finding and Organizing Information*” on page 25.

- **Using ActiveSync on the desktop computer:**

Use the Explorer in ActiveSync to explore your 700 Series Computer files and locate the program. Right-click the program, and then click **Create Shortcut**. Move the shortcut to the **Start Menu** folder in the Windows folder. The shortcut now appears on the **Start** menu. For more information, see *ActiveSync Help*.

### Removing Programs

- Tap **Start** → **Settings** → the **System** tab → **Remove Programs**.

If the program does not appear in the list of installed programs, use File Explorer on your 700 Series Computer to locate the program, tap and hold the program, and then tap **Delete** on the pop-up menu.

## Microsoft ActiveSync

Visit the following Microsoft Web site for the latest in updates, technical information, and samples:

- <http://www.microsoft.com/mobile/pocketpc/downloads/activesync.asp>

Using Microsoft ActiveSync, you can synchronize the information on your desktop computer with the information on your 700 Series Computer. Synchronization compares the data on your 700 Series Computer with your desktop computer and updates both computers with the most recent information. For example:

- Keep Pocket Outlook data up-to-date by synchronizing your 700 Series Computer with Microsoft Outlook data on your desktop computer.
- Synchronize Microsoft Word and Microsoft Excel files between your 700 Series Computer and desktop computer. Your files are automatically converted to the correct format



**Note:** By default, ActiveSync does not automatically synchronize all types of information. Use ActiveSync options to turn synchronization on and off for specific information types.

With ActiveSync, you can also:

- Back up and restore your 700 Series Computer data.
- Copy (rather than synchronize) files between your 700 Series Computer and desktop computer.
- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while connected to your desktop computer or only when you choose the synchronize command.
- Select which information types are synchronized and control how much data is synchronized. For example, you can choose how many weeks of past appointments you want synchronized.

Before you begin synchronization, install ActiveSync on your desktop computer from the Pocket PC Companion CD. For more information on installing ActiveSync, see your Quick Start card. ActiveSync is already installed on your 700 Series Computer.

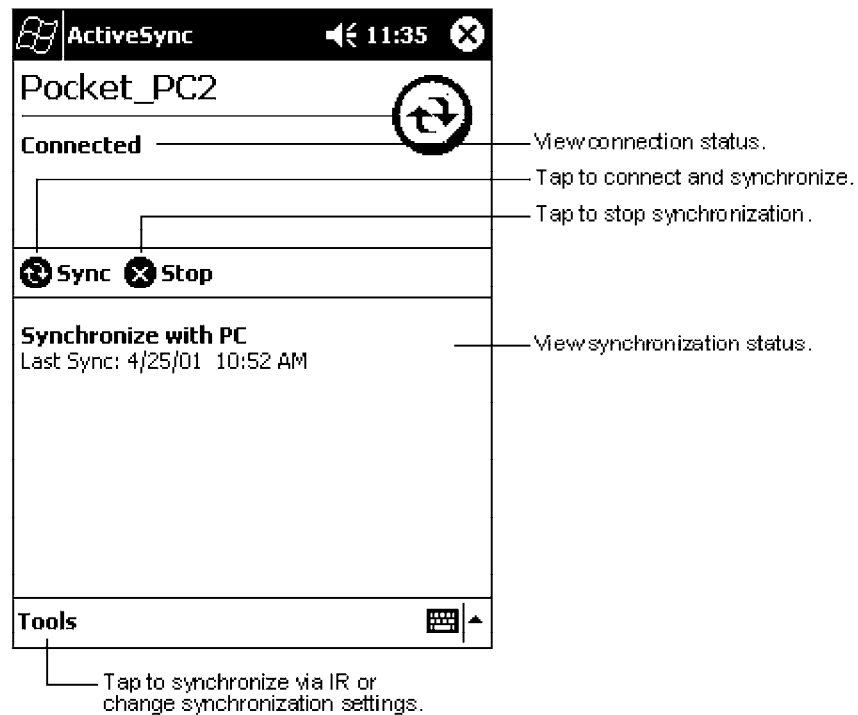
After installation is complete, the ActiveSync Setup Wizard helps you connect your 700 Series Computer to your desktop computer, set up a partnership so you can synchronize information between your 700 Series Computer and your desktop computer, and customize your synchronization settings. Your first synchronization process will automatically begin when you finish using the wizard.

After your first synchronization, take a look at Calendar, Contacts, and Tasks on your 700 Series Computer. You will notice that information you have stored in Microsoft Outlook on your desktop computer has been copied to your 700 Series Computer, and you did not have to type a word. Disconnect your 700 Series Computer from your computer and you are ready to go!



Once you have set up ActiveSync and completed the first synchronization process, you can initiate synchronization from your 700 Series Computer. To switch to ActiveSync on your 700 Series Computer, tap **Start** → **ActiveSync**. Note that if you have a wireless LAN card, you can synchronize remotely from your 700 Series Computer.

For information about using ActiveSync on your desktop computer, start ActiveSync on your desktop computer, and then see *ActiveSync Help*.



For more information about ActiveSync on your 700 Series Computer, switch to ActiveSync, then tap **Start** → **Help**.

## Microsoft Pocket Outlook



**Note:** The Professional Edition of Microsoft Pocket Outlook does not include a spell checker.

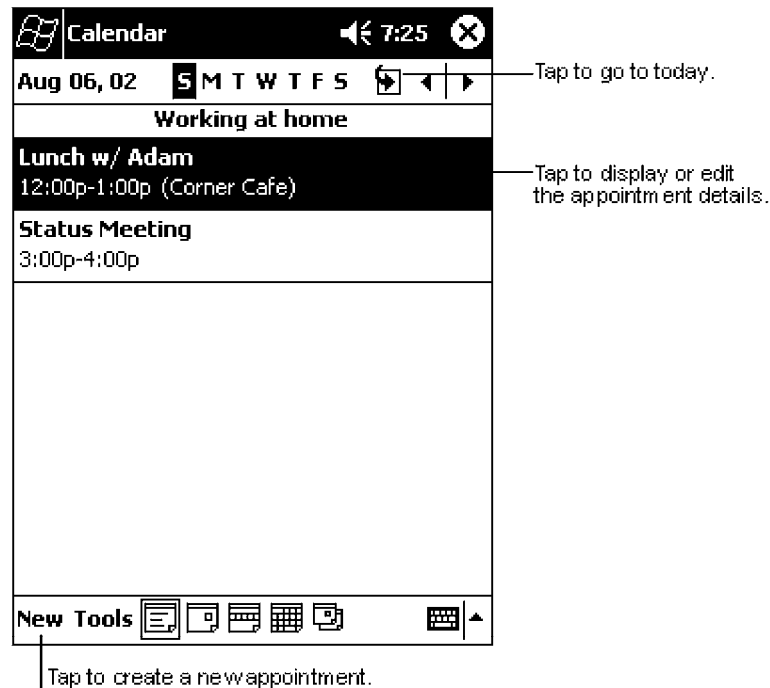
Microsoft Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, e-mail addresses stored in Contacts can be used to address e-mail messages in Inbox.

Using ActiveSync, you can synchronize information in Microsoft Outlook or Microsoft Exchange on your desktop computer with your 700 Series Computer. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you made on your 700 Series Computer and desktop computer or server and updates both computers with the latest information. For information on using ActiveSync, see *ActiveSync Help* on the desktop computer.

You can switch to any of these programs by tapping them on the **Start** menu.

### Calendar: Scheduling Appointments and Meetings

Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and easily switch views by using the **View** menu.





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

### Creating an Appointment

- 1 If you are in **Day** or **Week** view, tap the desired date and time for the appointment.
- 2 Tap **New**.
- 3 Using the input panel, enter a description and a location. Tap first to select the field.
- 4 If needed, tap the date and time to change them.
- 5 Enter other desired information. You will need to hide the input panel to see all available fields.
- 6 To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see “*Notes: Capturing Thoughts and Ideas*” on page 40.
- 7 When finished, tap **OK** to return to the calendar.

Tap to return to the calendar (the appointment is saved automatically).

Tap to choose from predefined text.

Tap to choose from previously entered locations.

Tap to select a time.

Tap to select a date.

Notes is a good place for maps and directions.

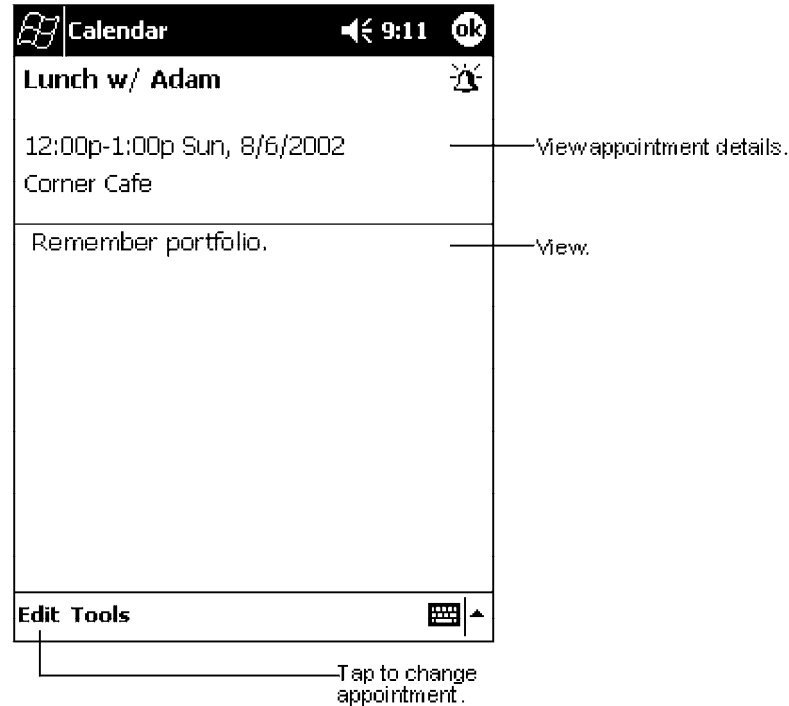
The screenshot shows the 'Calendar' application with a new appointment form. The form includes fields for Subject, Location, Starts (8/6/02 12:00 PM), Ends (8/6/02 1:00 PM), Type (Normal), Occurs (Once), Reminder (Remind me, 15 minute(s)), and Categories (No categories...). Below these fields are tabs for 'Appointment' and 'Notes'. At the bottom is a full QWERTY keyboard with various function keys like Tab, CAP, Shift, Ctl, and Edit.



**Note:** If you select **Remind me** in an appointment, your 700 Series Computer will remind you according to the options set in **Start** → **Settings** → the **Personal** tab → **Sounds & Reminders**.

## Using the Summary Screen

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



## Creating Meeting Requests

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

## Scheduling a Meeting

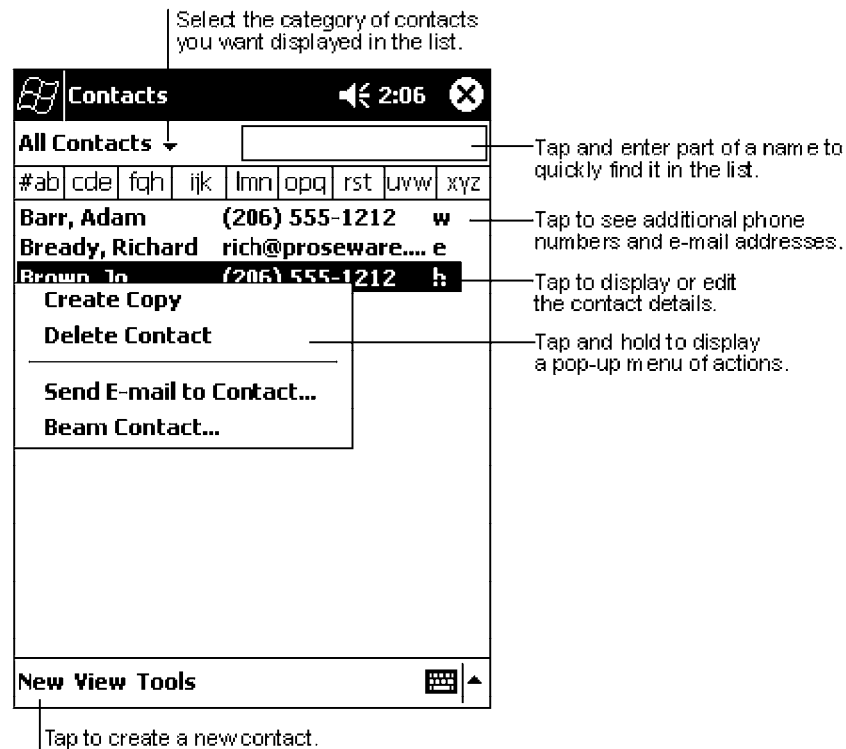
- 1 Create an appointment.
- 2 In the appointment details, hide the input panel, and then tap **Attendees**.
- 3 From the list of e-mail addresses you have entered in Contacts, select the meeting attendees.

The meeting notice is created automatically and placed in the Outbox folder.

For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on the 700 Series Computer.

## Contacts: Tracking Friends and Colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information you are looking for, whether you are at home or on the road. Using the 700 Series Computer infrared (IR) port, you can quickly share Contacts information with other 700 Series Computer users.

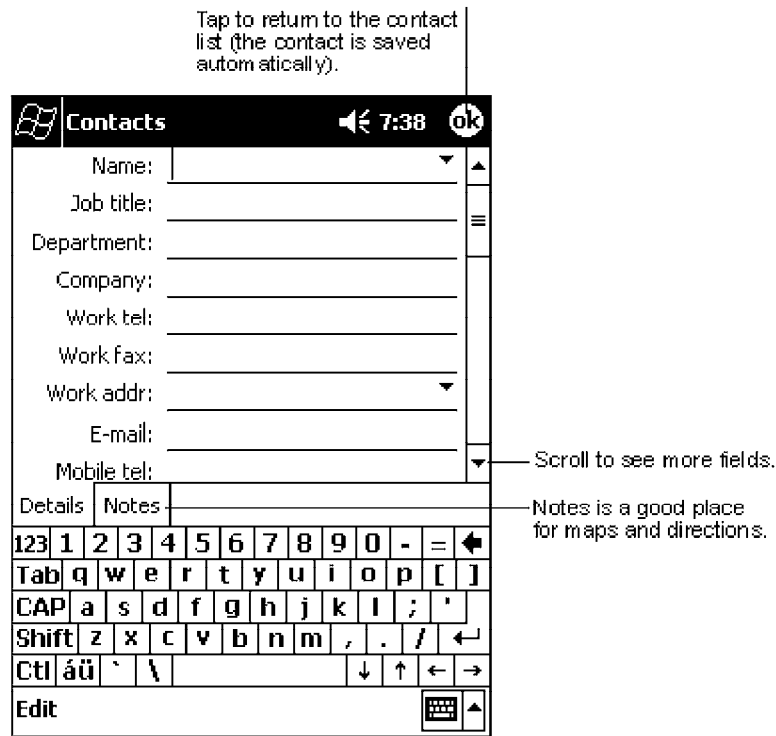


**Note:** To change the way information is displayed in the list, tap **Tools** → **Options**.

### Creating a Contact

- 1 Tap **New**.
- 2 Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.
- 3 To assign the contact to a category, scroll to and tap **Categories** and select a category from the list. In the contact list, you can display contacts by category.
- 4 To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "*Notes: Capturing Thoughts and Ideas*" on page 40.

5 When finished, tap **OK** to return to the contact list.



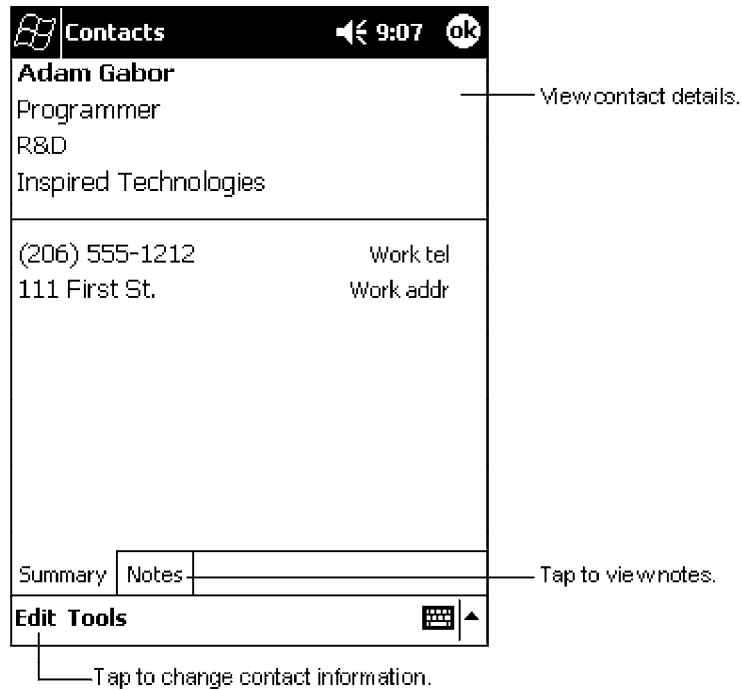
### Finding a Contact

There are four ways to find a contact:

- In the contact list, enter a contact name in the box under the navigation bar. To show all contacts again, clear text from the box or tap the button to the right of the box.
- In the contact list, tap the category list (labeled **All Contacts** by default) and select the type of contact that you want displayed. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **None**.
- To view the names of companies your contacts work for, in the contact list, tap **View** → **By Company**. The number of contacts that work for that company will be displayed to the right of the company name.
- Tap **Start** → **Find**, enter the contact name, select **Contacts** for the type, and then tap **Go**.

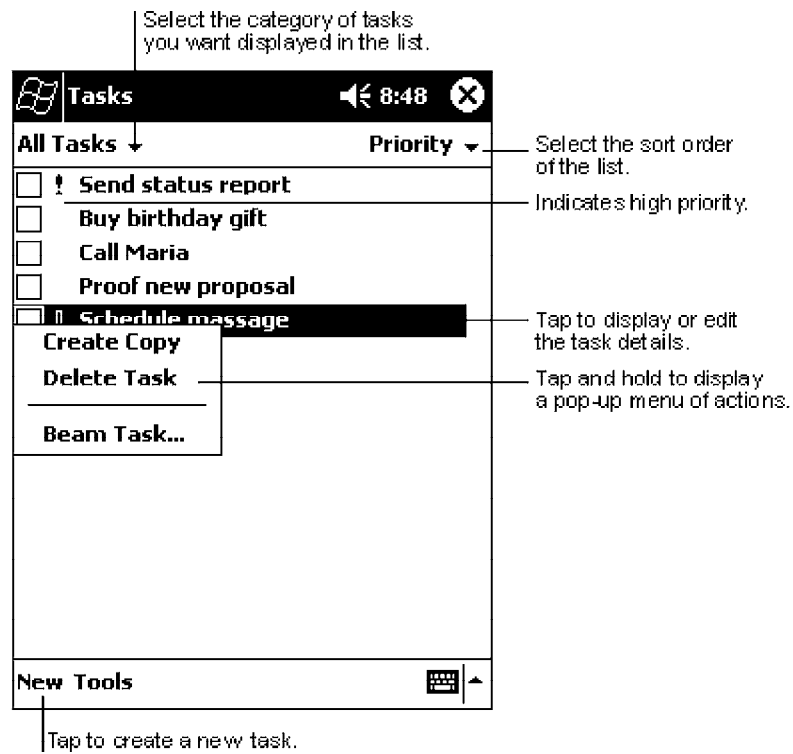
### Using the Summary Screen

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



## Tasks: Keeping a To Do List

Use Tasks to keep track of what you have to do.

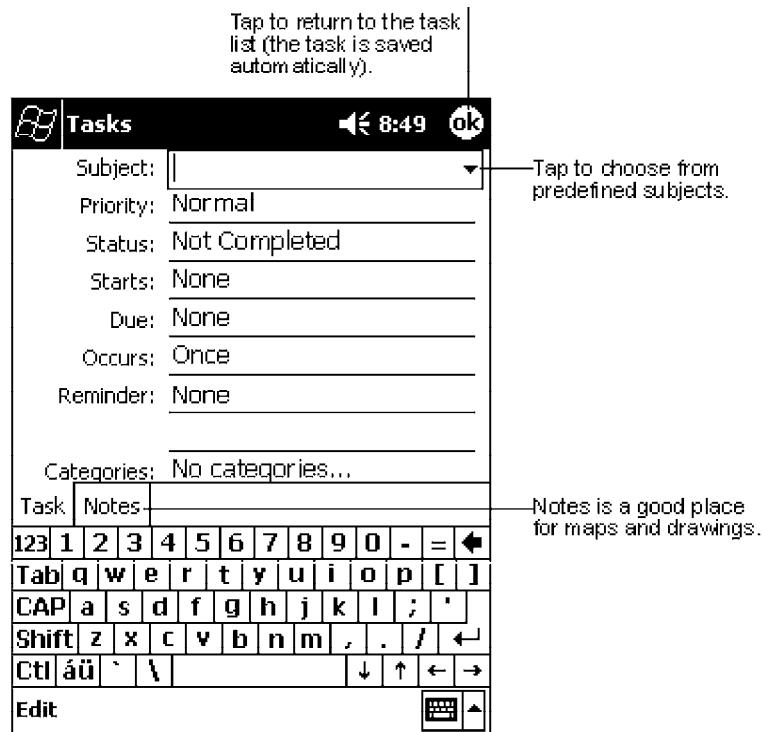


**Note:** To change the way information is displayed in the list, tap **Tools** → **Options**.



## Creating a Task

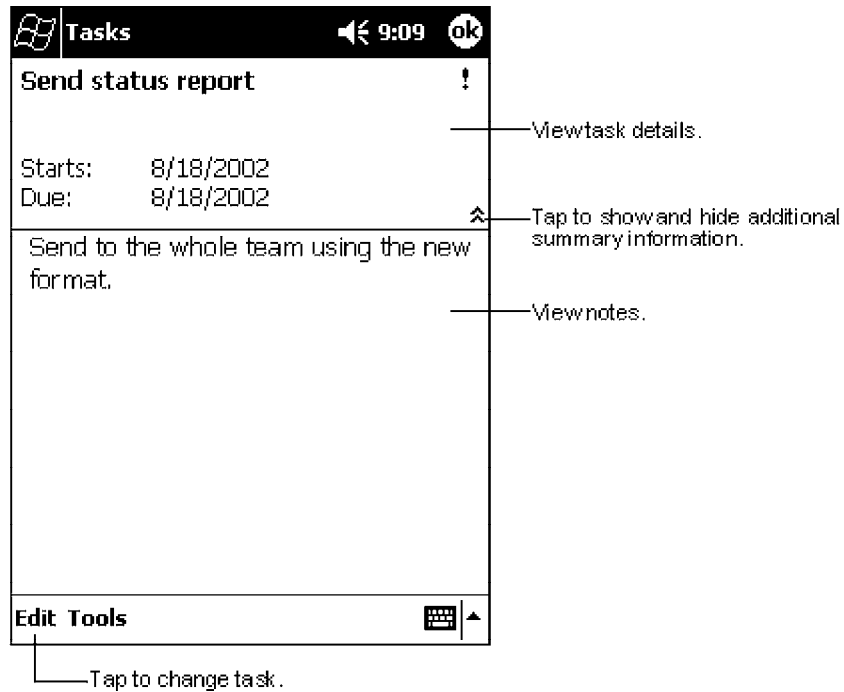
- 1 Tap **New**.
- 2 Using the input panel, enter a description.
- 3 You can enter a start date and due date or enter other information by first tapping the field. If the input panel is open, you will need to hide it to see all available fields.
- 4 To assign the task to a category, tap **Categories** and select a category from the list. In the task list, you can display tasks by category.
- 5 To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see “*Notes: Capturing Thoughts and Ideas*” on page 40.
- 6 When finished, tap **OK** to return to the task list.



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

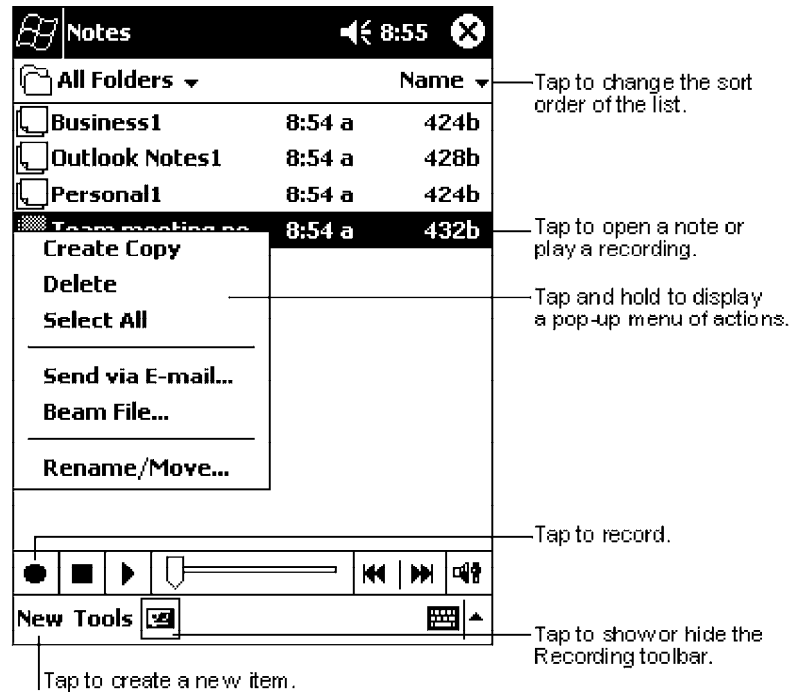
## Using the Summary Screen

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



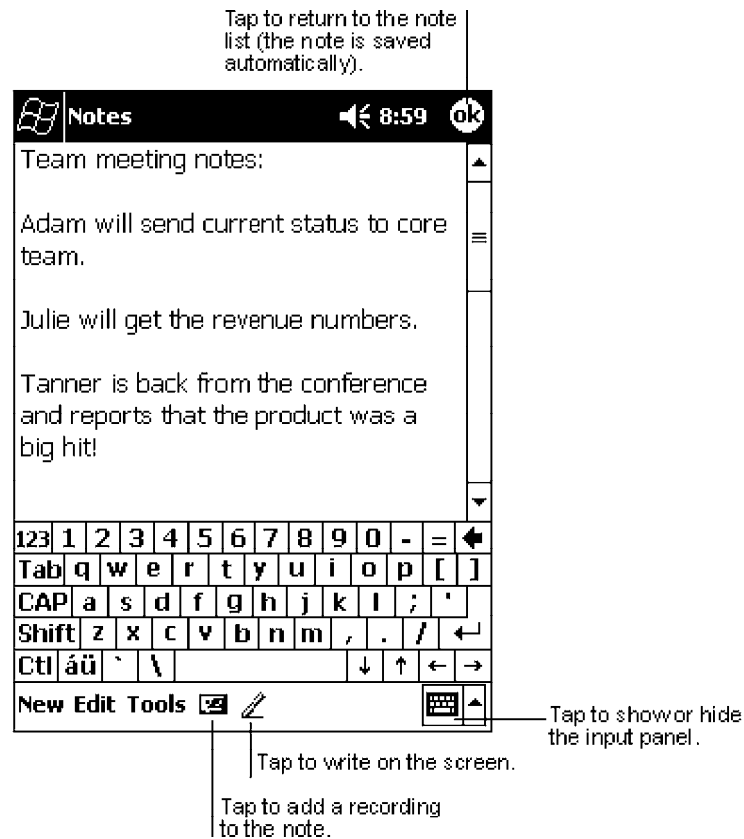
## Notes: Capturing Thoughts and Ideas

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



## Creating a Note

- 1 Tap New.
- 2 Create your note by writing, drawing, typing, and recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see “*Basic Skills*” on page 11.



## Inbox: Sending and Receiving E-mail Messages

Use Inbox to send and receive e-mail messages in either of these ways:

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

### Synchronizing E-mail Messages

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

- Messages are copied from the mail folders of Exchange or Outlook on your desktop computer to the ActiveSync folder in Inbox on your 700 Series Computer. By default, you will receive messages from the past three days only, the first 100 lines of each message, and file attachments of less than 100 KB in size.
- E-mail messages in the Outbox folder on your 700 Series Computer are transferred to Exchange or Outlook, and then sent from those programs.
- E-mail messages in subfolders must be selected in ActiveSync on your desktop computer in order to be transferred.

### Connecting Directly to an E-mail Server

In addition to synchronizing e-mail messages with your desktop computer, you can send and receive e-mail messages by connecting to an e-mail server using a modem or network card connected to your 700 Series Computer. You will need to set up a remote connection to a network or an ISP, and a connection to your e-mail server. For more information, see “*Getting Connected*” on page 67.

When you connect to the e-mail server, new messages are downloaded to the 700 Series Computer Inbox folder, messages in the 700 Series Computer Outbox folder are sent, and messages that have been deleted on the e-mail server are removed from the 700 Series Computer Inbox folder.

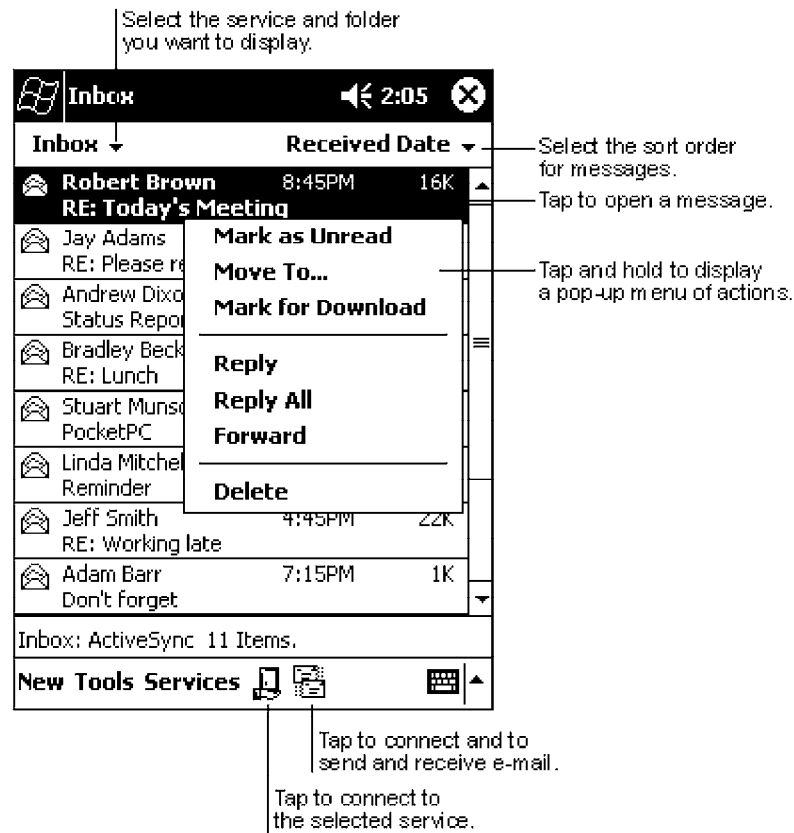
Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your desktop computer. When you delete a message on your 700 Series Computer, it is also deleted from the e-mail server the next time you connect based on the settings selected in ActiveSync.

You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space on your 700 Series Computer.

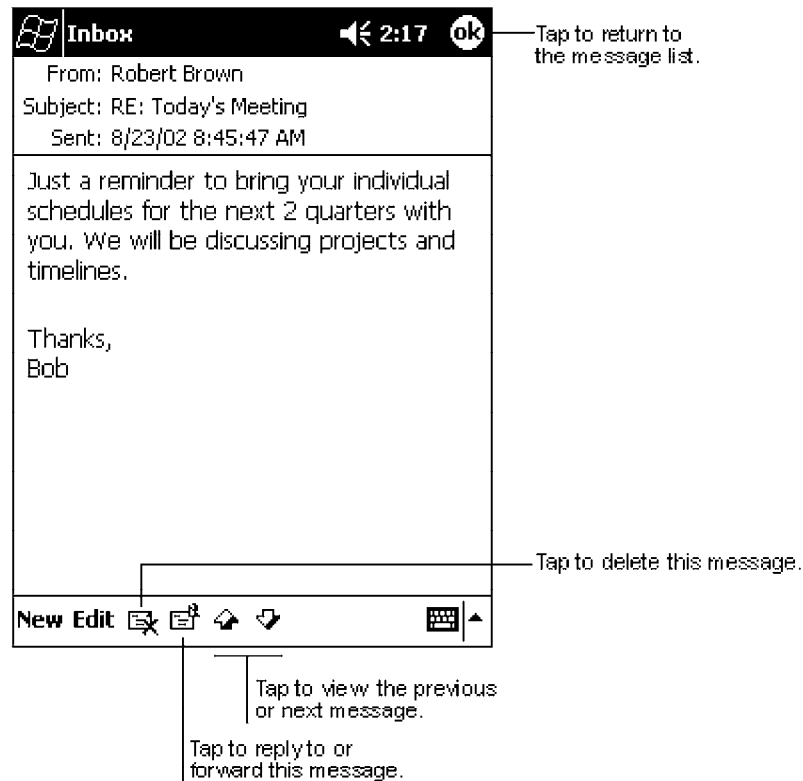
When working offline, once you have downloaded new message headers or partial messages, you can disconnect from the e-mail server and then decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you have marked for retrieval and sends the messages you have composed.

## Using the Message List

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



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



When you connect to your e-mail server or synchronize with your desktop computer, by default, you will receive messages from the last five days only, the first 100 lines of each new message, and file attachments of less than 100 KB in size. The original messages remain on the e-mail server or your desktop computer.

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

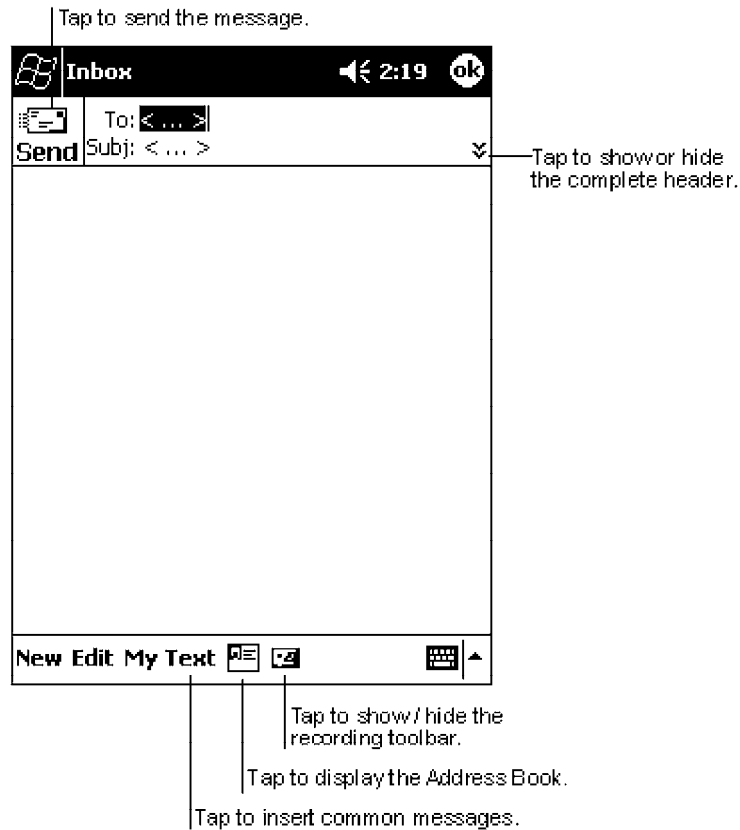
You specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time:

- Change options for Inbox synchronization using ActiveSync options. For more information, see *ActiveSync Help*.
- Change options for direct e-mail server connections in Inbox on your 700 Series Computer. Tap **Tools** → **Options** → the **Service** tab, then tap the service you want to change. Tap and hold the service and select **Delete** to remove a service.

## Composing Messages

To compose a message:

- 1 Tap **New**.
- 2 In the **To** field, enter an e-mail or SMS address of one or more recipients, separating them with a semicolon, or select a name from the contact list by tapping the **Address Book** button. All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.
- 3 Compose your message. To enter preset or frequently used messages, tap **My Text** and select a message.
- 4 Tap **Send** when you have finished the message. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.



If you are sending an SMS message and want to know if it was received, tap **Edit** → **Options** → **Request SMS text message delivery notification** before sending the message.



### Managing E-mail Messages and Folders

By default, messages are displayed in one of five folders for each service you have created: Inbox, Deleted Items, Drafts, Outbox, and Sent Items. The Deleted Items folder contains messages that have been deleted on the 700 Series Computer. The behavior of the Deleted and Sent Items folders depends on the options you have chosen. In the message list, tap **Tools** → **Options** → the **Message** tab, then select your options.

If you want to organize messages into additional folders, tap **Tools** → **Manage Folders** to create new folders. To move a message to another folder, in the message list, tap and hold the message and then tap **Move to** on the pop-up menu.

### Folder Behavior With a Direct Connection to an E-mail Server

The behavior of the folders you create depends on whether you are using ActiveSync, SMS, POP3, or IMAP4.

- **If you use ActiveSync:**  
E-mail messages in the Inbox folder in Outlook will automatically be synchronized with your 700 Series Computer. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read the messages while away from your desktop computer.
- **If you use SMS:**  
Messages are stored in the Inbox folder.
- **If you use POP3:**  
and you move e-mail messages to a folder you created, the link is broken between the messages on the 700 Series Computer and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the 700 Series Computer Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the 700 Series Computer.
- **If you use IMAP4:**  
The folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your 700 Series Computer or desktop computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

## Companion Programs

The companion programs consist of Microsoft Pocket Word, Microsoft Pocket Excel, Windows Media Player for Pocket PC, and Microsoft Reader. To switch to a companion program on your 700 Series Computer, tap **Start** → **Programs**, then tap the program name.

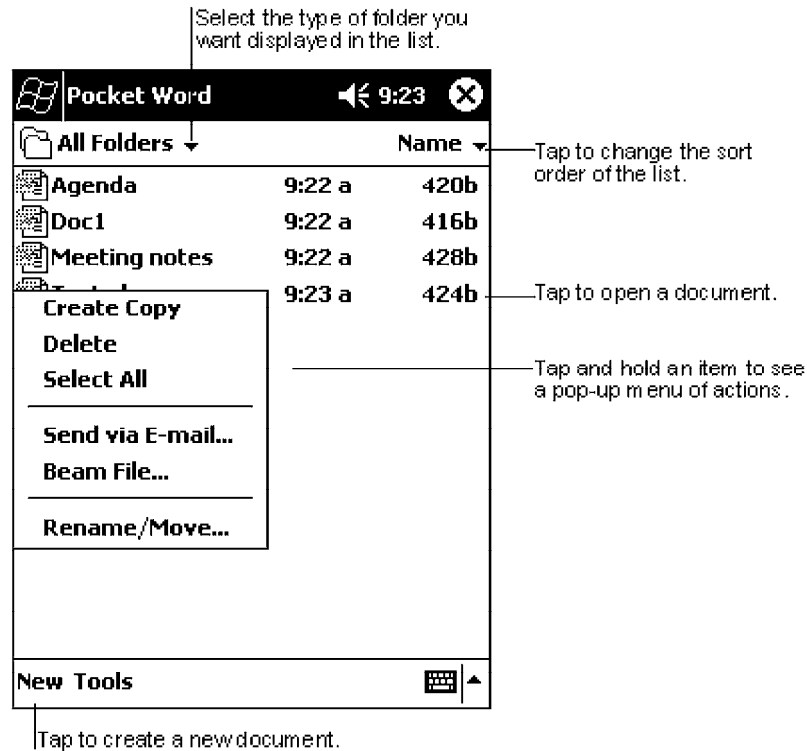
### Pocket Word

Pocket Word works with Microsoft Word on your desktop computer to give you easy access to copies of your documents. You can create new documents on your 700 Series Computer, or you can copy documents from your desktop computer to your 700 Series Computer. Synchronize documents between your desktop computer and your 700 Series Computer so that you have the most up-to-date content in both locations.

#### Creating a Document

Use Pocket Word to create documents, such as letters, meeting minutes, and trip reports. To create a new file, tap **Start** → **Programs** → **Pocket Word** → **New**. A blank document appears. Or, if you have selected a template for new documents in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one document at a time; when you open a second document, you will be asked to save the first. You can save a document you create or edit in a variety of formats, including Word (.DOC), Pocket Word (.PSW), Rich Text Format (.RTF), and Plain Text (.TXT).

Pocket Word contains a list of the files stored on your 700 Series Computer. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then, select the appropriate action on the pop-up menu.



You can enter information in Pocket Word in one of four modes (typing, writing, drawing, and recording), which are displayed on the **View** menu. Each mode has its own toolbar, which you can show and hide by tapping the **Show/Hide Toolbar** button on the command bar.



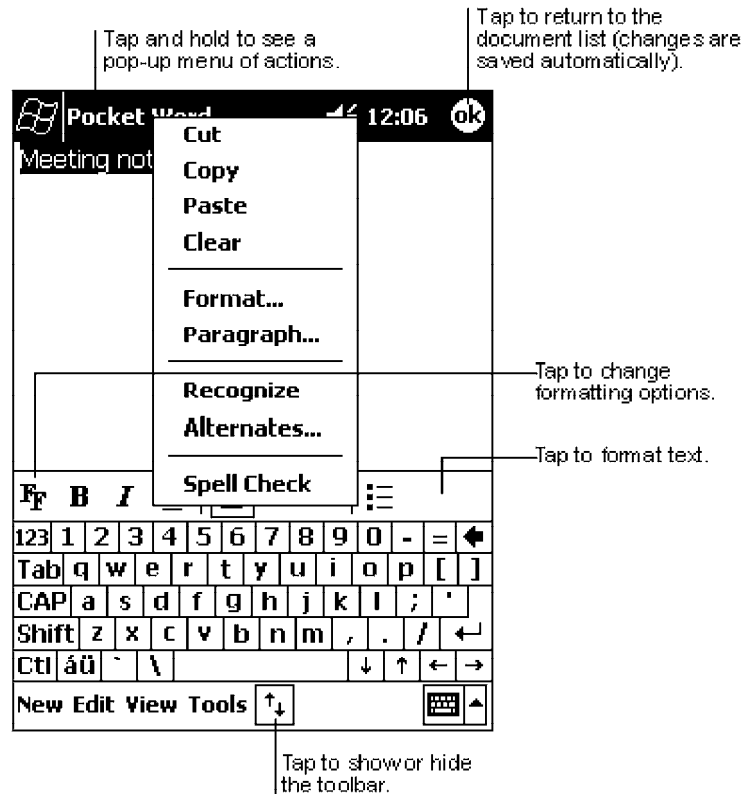
**Note:** You can change the zoom magnification by tapping **View** → **Zoom**, then select the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document.

If you are opening a Word document created on a desktop computer, select **Wrap to Window** on the **View** menu so that you can see the entire document.

## Typing Mode

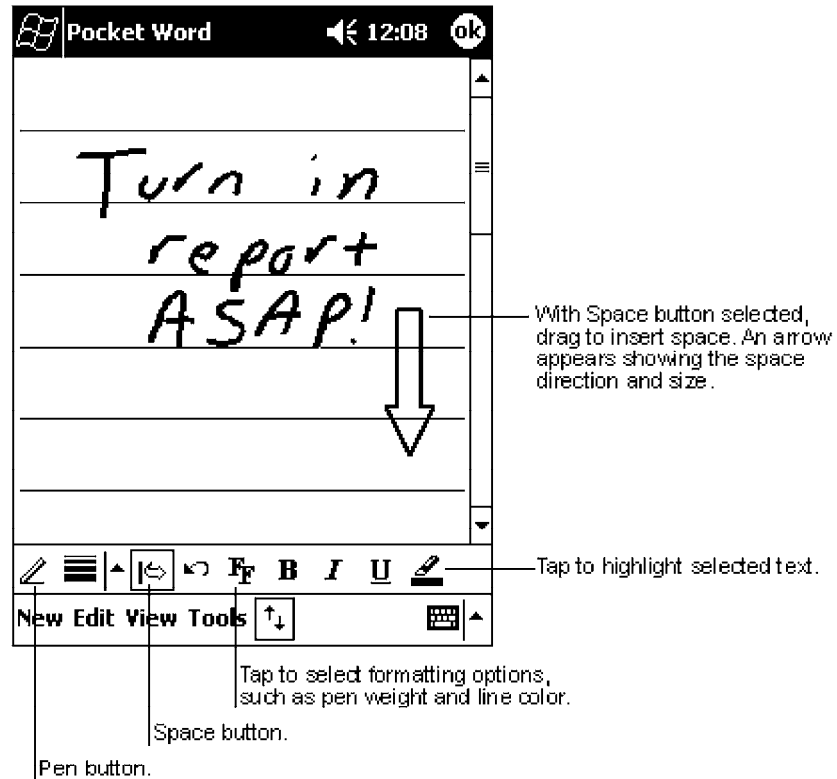
Using the input panel, enter typed text into the document. For more information on entering typed text, see “Basic Skills” on page 11.

To format existing text and to edit text, first select the text. You can select text as you do in a Word document, using your stylus instead of the mouse to drag through the text you want to select. You can search a document to find text by tapping **Edit** → **Find/Replace**.



## Writing Mode

In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. For more information on writing and selecting writing, see “Basic Skills” on page 11.

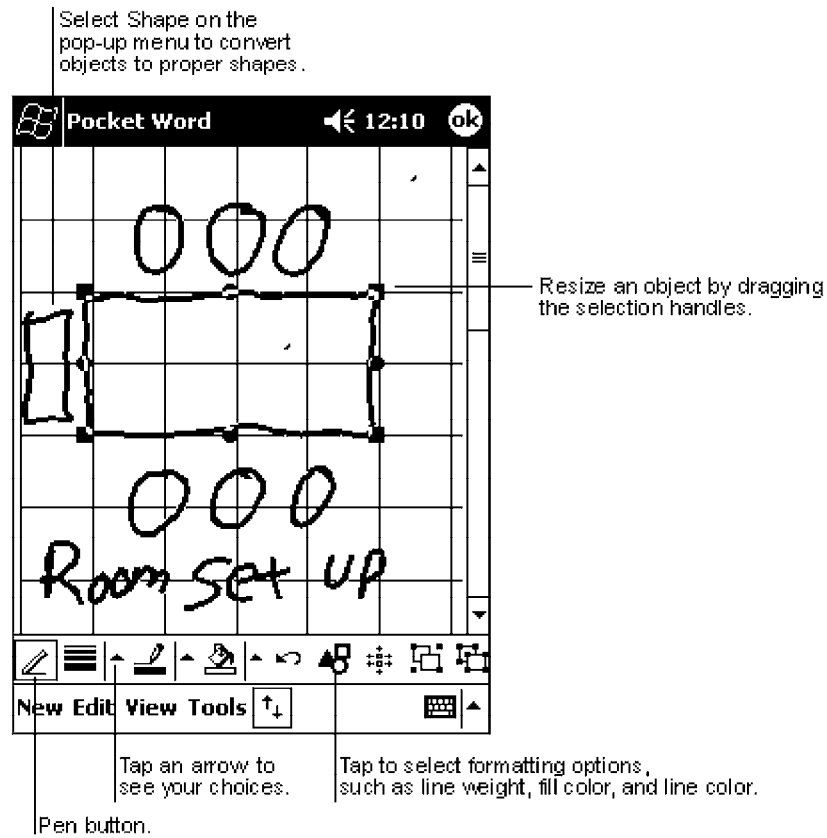


**Note:** If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in “Drawing Mode” on the next page.

Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your desktop computer.

### Drawing Mode

In drawing mode, use your stylus to draw on the screen. Grid lines appear as a guide. When you lift your stylus off the screen after the first stroke, you will see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing. For more information on drawing and selecting drawings, see “Basic Skills” on page 11.



### Recording Mode

In recording mode, embed a recording into your document. Recordings are saved as .WAV files. For more information on recording, see “Basic Skills” on page 11.

For more information on using Pocket Word, tap **Start** → **Help**.

## Pocket Excel

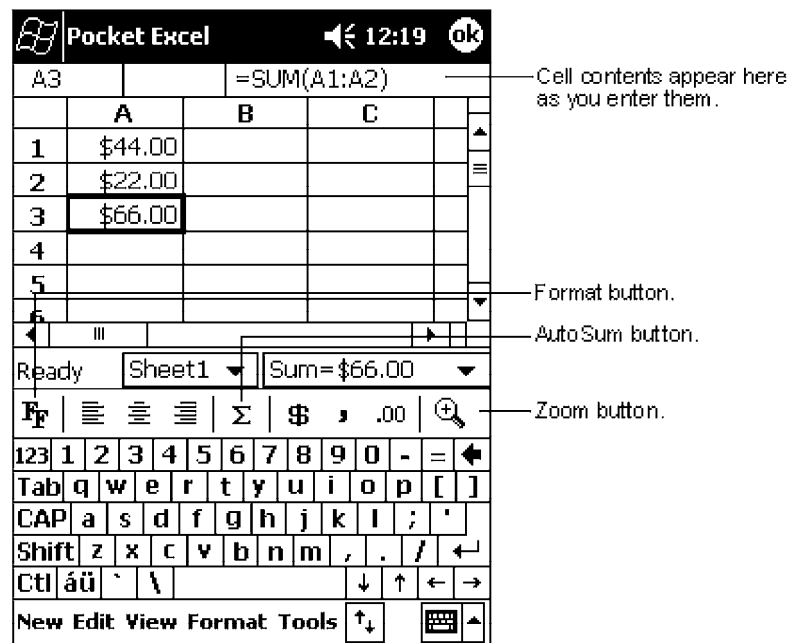
Pocket Excel works with Microsoft Excel on your desktop computer to give you easy access to copies of your workbooks. You can create new workbooks on your 700 Series Computer, or you can copy workbooks from your desktop computer to your 700 Series Computer. Synchronize workbooks between your desktop computer and your 700 Series Computer so that you have the most up-to-date content in both locations.

### Creating a Workbook

Use Pocket Excel to create workbooks, such as expense reports and mileage logs. To create a new file, tap **Start** → **Programs** → **Pocket Excel** → **New**. A blank workbook appears. Or, if you have selected a template for new workbooks in the Options dialog box, that template appears with appropriate text and formatting already provided. You can open only one workbook at a time; when you open a second workbook, you will be asked to save the first. You can save a workbook you create or edit in a variety of formats, including Pocket Excel (.PXL) and Excel (.XLS).

Pocket Excel contains a list of the files stored on your 700 Series Computer. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then select the appropriate action from the pop-up menu.

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. To display the toolbar, tap **View** → **Toolbar**.





**Note:** If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook, tap **Edit** → **Password**. Every time you open the workbook, you will need to enter the password, so choose one that is easy for you to remember but hard for others to guess.

### Tips for Working in Pocket Excel

Note the following when working in large worksheets in Pocket Excel:

- View in full-screen mode to see as much of your worksheet as possible. Tap **View** → **Full Screen**. To exit full-screen mode, tap **Restore**.
- Show and hide window elements. Tap **View** and then tap the elements you want to show or hide.
- Freeze panes on a worksheet. First select the cell where you want to freeze panes. Tap **View** → **Freeze Panes**. You might want to freeze the top and leftmost panes in a worksheet to keep row and column labels visible as you scroll through a sheet.
- Split panes to view different areas of a large worksheet. Tap **View** → **Split**. Then drag the split bar to where you want it. To remove the split, tap **View** → **Remove Split**.
- Show and hide rows and columns. To hide a hidden row or column, select a cell in the row or column you want to hide. Then tap **Format**, **Row** or **Column** → **Hide**. To show a hidden row or column, tap **Tools** → **Go To**, and then type a reference that is in the hidden row or column. Then tap **Format** → **Row** or **Column** → **Unhide**.

For more information on using Pocket Excel, tap **Start** → **Help**.

## MSN Messenger



**Note:** MSN Messenger is **only** available on the Premium Edition of Pocket PC 2002.

MSN Messenger on your 700 Series Computer is an instant messaging program that lets you:

- See who is online.
- Send and receive instant messages.
- Have instant message conversations with groups of contacts.

To use MSN Messenger, you must have a Microsoft Passport account or a Microsoft Exchange e-mail account. You must have a Passport to use MSN Messenger Service. If you have a Hotmail or MSN account, you already have a Passport. Once you have obtained either a Microsoft Passport or a Microsoft Exchange account, you are ready to set up your account.

- Sign up for a Microsoft Passport account at <http://www.passport.com>.
- Get a free Microsoft Hotmail e-mail address at <http://www.hotmail.com>.

To switch to MSN Messenger, tap **Start** → **Programs** → **MSN Messenger**.



## Setting Up

Before you can connect, you must enter Passport or Exchange account information. To set up an account and sign in:

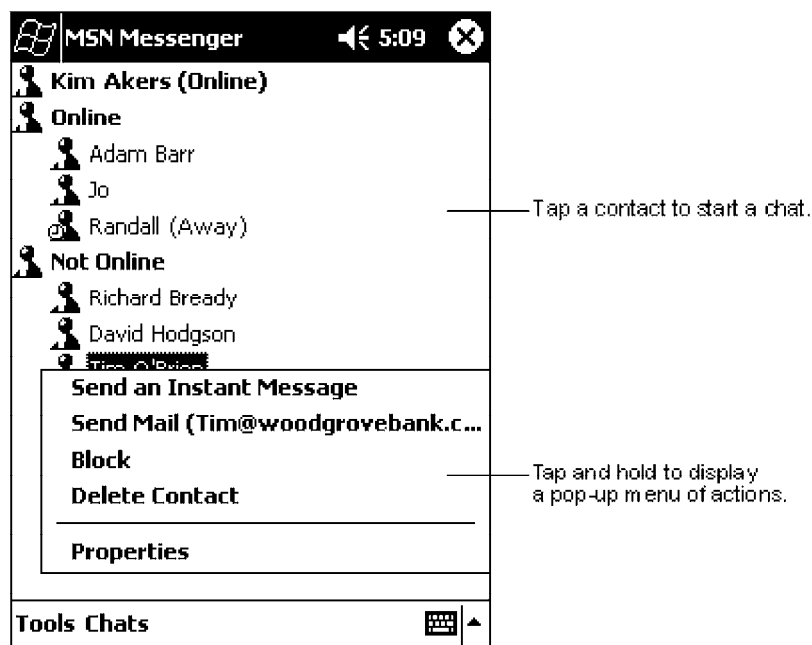
- 1 In the **Tools** menu, tap **Options**.
- 2 In the **Accounts** tab, enter your Passport or Exchange account information.
- 3 To sign in, tap the sign-in screen and enter your e-mail address and password.



**Note:** If you already use MSN Messenger on your desktop computer, your contacts will show up on your 700 Series Computer without being added again.

## Working with Contacts

The MSN Messenger window shows all of your messenger contacts at a glance, divided into Online and Not Online categories. From this view, while connected, you can chat, send e-mail, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.

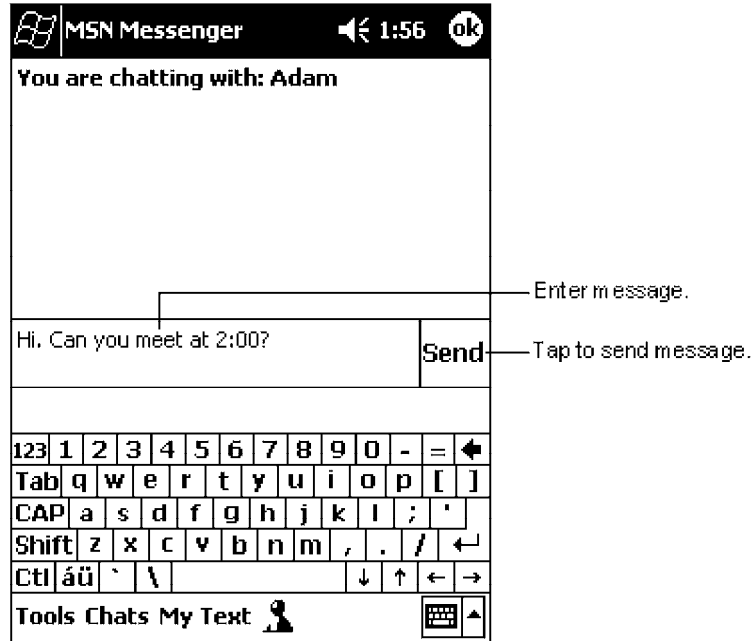


**Note:** To see others online without being seen, in the **Tools** menu, tap **My Status** → **Appear Offline**.

If you block a contact, you will appear offline but will remain on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop-up menu.

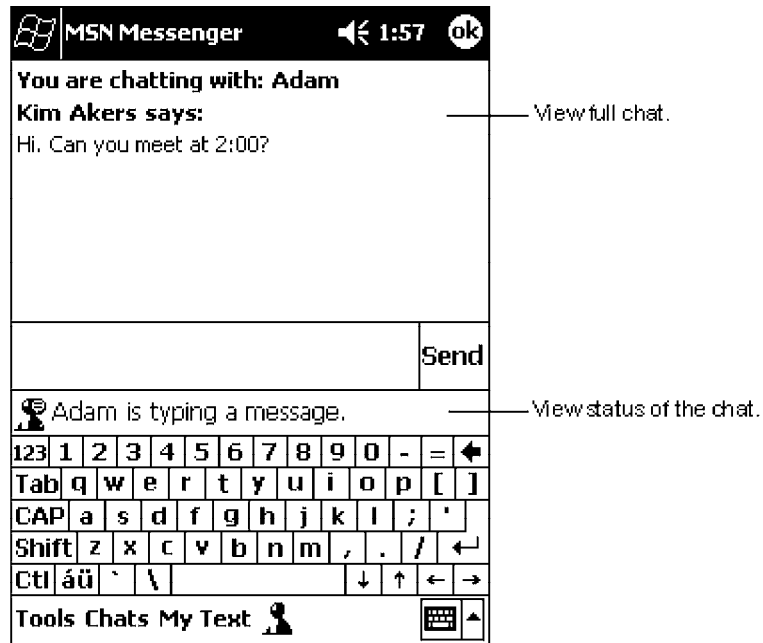
## Chatting with Contacts

Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, or tap **My Text** to enter a preset message, and tap **Send**. To invite another contact to a multi-user chat, in the **Tools** menu, tap **Invite** and tap the contact you want to invite.



**Note:** To switch back to the main window without closing a chat, tap the **Contacts** button. To revert back to your chat window, tap **Chats** and select the person whom you were chatting with.

To know if the contact you are chatting with is responding, look for the message under the text entry area.

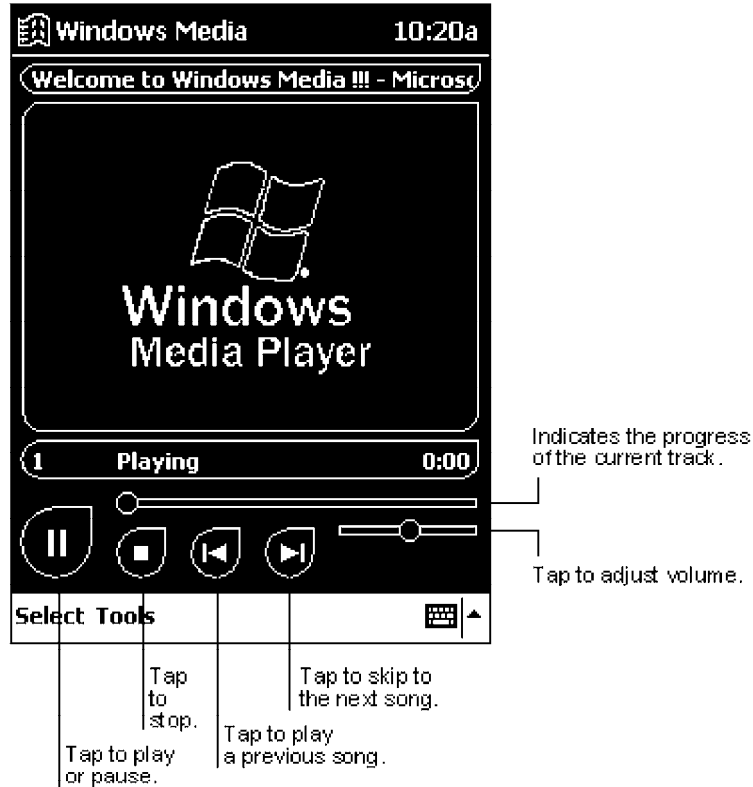


For more information on using MSN Messenger, tap **Start** → **Help**.

## Windows Media Player for Pocket PC

Use Microsoft Windows Media Player for Pocket PC to play digital audio and video files that are stored on your 700 Series Computer or on a network. To switch to Windows Media Player for Pocket PC, tap **Start** → **Programs** → **Windows Media**.

Use Microsoft Windows Media Player on your desktop computer to copy digital audio and video files to your Pocket PC. You can play Windows Media and MP3 files on your Pocket PC.



For more information about using Windows Media Player for Pocket PC, tap **Start** → **Help**.

## Microsoft Reader

Use Microsoft Reader to read eBooks on your 700 Series Computer. Download books to your desktop computer from your favorite eBook Web site. Then, use ActiveSync to copy the book files to your activated 700 Series Computer. The books appear in the Reader Library, where you can tap them in the list to open them. Each book consists of a cover page, an optional table of contents, and the pages of the book. You can:

- Page through the book by using the Up/Down control on your 700 Series Computer or by tapping the page number on each page.
- Annotate the book with highlighting, bookmarks, notes, and drawings.
- Search for text and look up definitions for words.

The Guidebook contains all the information you will need to use the software. To open the Guidebook, tap **Help** on the Reader command bar. Or, on a book page, tap and hold on the book title, and then tap **Help** on the pop-up menu. To switch to Microsoft Reader, tap **Start** → **Programs** → **Microsoft Reader**.

### Getting Books on Your 700 Series Computer

You can download book files from the Web. Just visit your favorite eBook retailer and follow the instructions to download the book files.

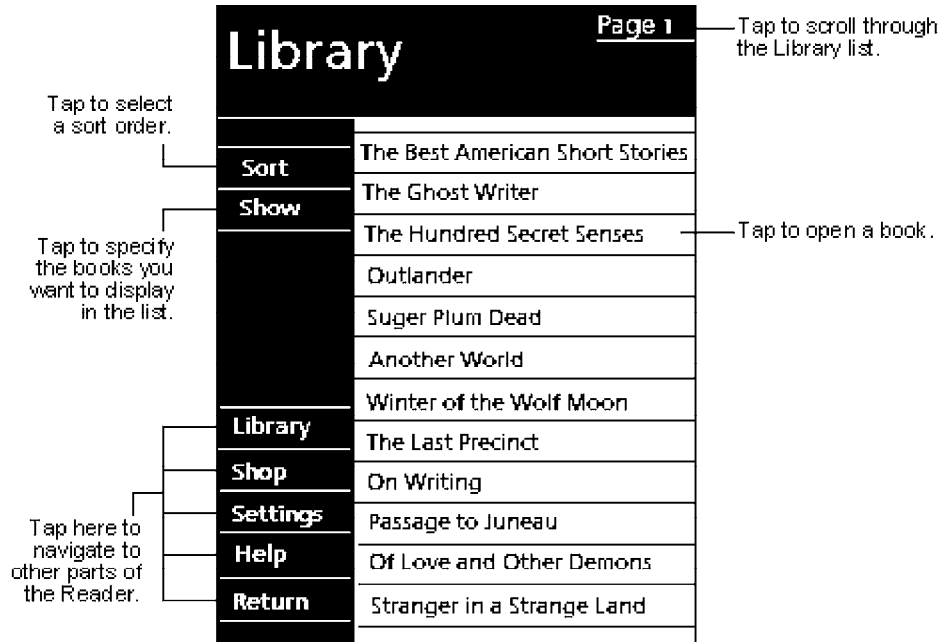
Sample books and a dictionary are also included in the MSReader folder in the Extras folder on the Pocket PC Companion CD.

Use ActiveSync to download the files from your desktop computer to your activated mobile computer as described in the Read Me file in the MSReader folder.

## Using the Library

The Library is your Reader home page; it displays a list of all books stored on your 700 Series Computer or storage card. To open the Library:

- 1 On the Reader command bar, tap **Library**.
- 2 On a book page, tap the book title, then tap **Library** on the pop-up menu.
- 3 To open a book, tap its title in the Library list.

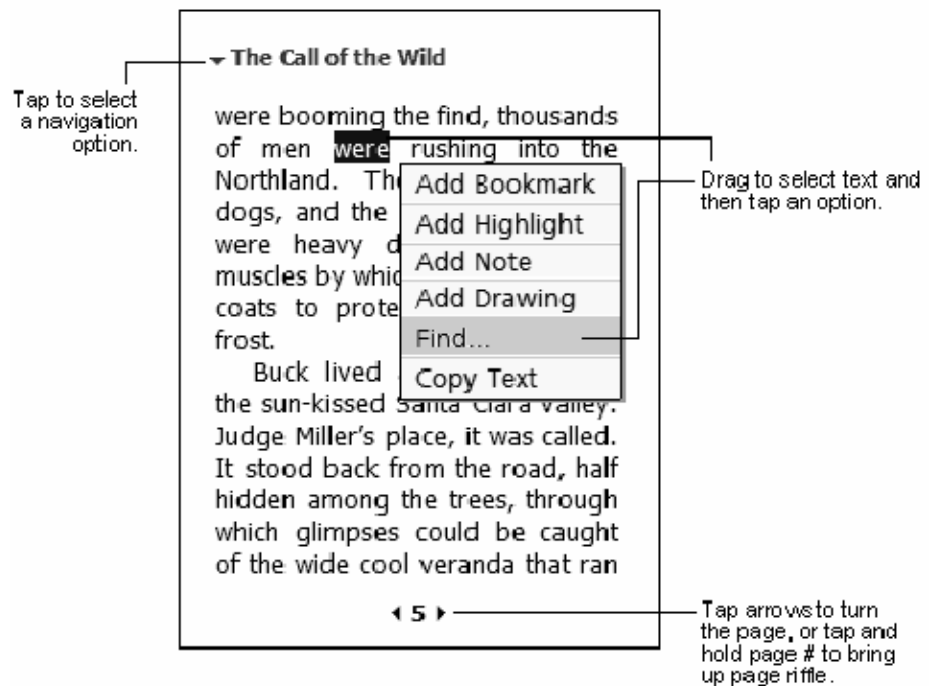


## Reading a Book

Each book consists of a cover page, an optional table of contents, and the pages of the book. Navigation options are listed in the bottom portion of the cover page.

The first time you open a book, you will probably want to go to the first page or to the table of contents, if there is one. Subsequently, whenever you open the book, you will be automatically taken to the last page read.

In addition to the text, each book page includes a page number and book title.



You can also page through a book by using the Up/Down control on your 700 Series Computer.

## Using Reader Features

Reading a book electronically gives you several options not available with paper books. These options are available from any book page.

Select text by dragging across the text on the page. Then, tap an option on the pop-up menu, as described here:

- **Searching for Text**  
Find text in a book by tapping **Find** on the pop-up menu. Enter the word you want to search for, and tap the desired **Find** option. Reader highlights found text on the page. To close **Find**, tap outside the box. To return to your original page, tap the title and then tap **Return** on the pop-up menu.
- **Copying Text**  
You can copy text from books that support this feature into any program that accepts text. On a book page, select the text you want to copy. Then, tap **Copy Text** on the pop-up menu. The text can be pasted into the program of your choice.
- **Adding Bookmarks**  
When you add a bookmark to a book, a color-coded bookmark icon appears in the right margin. You can add multiple bookmarks to a book. Then, from anywhere in the book, tap the bookmark icon to go to the bookmarked page.
- **Highlighting Text**  
When you highlight text, it appears with a colored background.
- **Attaching Notes to Text**  
When you attach a note to text, you enter the text in a notepad that appears on top of the book page. A **Note** icon will display in the left margin. To show or hide the note, tap the icon.
- **Adding Drawings**  
When you add a drawing, a **Drawing** icon appears in the bottom-left corner of the page, and drawing tools appear across the bottom of the page. Draw by dragging your stylus.
- **Annotations Index**  
To see a list of a book's annotations, including bookmarks, highlights, text notes, and drawings, tap **Annotations Index** on the book's cover page. You can tap an entry in the list to go to the annotated page.

## Removing a Book

When you finish reading a book, you can delete it to conserve space on your 700 Series Computer. If a copy of the book is stored on your desktop computer, you can download it again at any time.

To remove a book from your 700 Series Computer, tap and hold the title in the Library list, and then tap **Delete** on the pop-up menu.



## Pocket Internet Explorer



**Note:** The Professional Edition of Pocket Internet Explorer does not support WAP pages.

Use Microsoft Pocket Internet Explorer to view Web or WAP pages in either of these ways:

- During synchronization with your desktop computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder in Internet Explorer on the desktop computer.
- Connect to an ISP or network and browse the Web. To do this, you will need to create the connection first, as described in “*Getting Connected*” on page 67.

When connected to an ISP or network, you can also download files and programs from the Internet or intranet.

To switch to Pocket Internet Explorer, tap **Start** → **Internet Explorer**.

### The Mobile Favorites Folder

Only items stored in the Mobile Favorites subfolder in the Favorites folder in Internet Explorer on your desktop computer will be synchronized with your 700 Series Computer. This folder was created automatically when you installed ActiveSync.

### Favorite Links

During synchronization, the list of favorite links in the Mobile Favorites folder on your desktop computer is synchronized with Pocket Internet Explorer on your 700 Series Computer. Both computers are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your 700 Series Computer, and you will need to connect to your ISP or network to view the content. For more information on synchronization, see *ActiveSync Help* on the desktop computer.

### Mobile Favorites

If you are using Microsoft Internet Explorer 5.0 or later on your desktop computer, you can download mobile favorites to your 700 Series Computer. Synchronizing mobile favorites downloads Web content to your 700 Series Computer so that you can view pages while you are disconnected from your ISP and desktop computer.

Use the Internet Explorer plug-in installed with ActiveSync to create mobile favorites quickly. To create a mobile favorite:

- 1 In Internet Explorer on your desktop computer, click **Tools** → **Create Mobile Favorite**.
- 2 To change the link name, enter a new name in the **Name** box.
- 3 Optionally, in **Update**, select a desired update schedule.

- 4 Click **OK**. Internet Explorer downloads the latest version of the page to your desktop computer.
- 5 If you want to download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the desktop computer, right-click the mobile favorite just created and then click **Properties**. In the **Download** tab, specify the number of links deep you want to download. To conserve 700 Series Computer memory, go only one level deep.
- 6 Synchronize your 700 Series Computer and desktop computer. Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer are downloaded to your 700 Series Computer.



**Note:** If you did not specify an update schedule in step 3 above, you will need to manually download content to keep the information updated on your desktop computer and 700 Series Computer. Before synchronizing with your 700 Series Computer, in Internet Explorer on your desktop computer, click **Tools** → **Synchronize**. You will see the last time content was downloaded to the desktop computer, and you can manually download content if needed.

You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your desktop computer, click **View** → **Toolbars** → **Customize**.

Mobile favorites take up storage memory on your 700 Series Computer. To minimize the amount of memory used:

- In the settings for the Favorites information, type in ActiveSync options, turn off pictures and sounds, or stop some mobile favorites from being downloaded to the 700 Series Computer. For more information, see *ActiveSync Help*.
- Limit the number of downloaded linked pages. In Internet Explorer on the desktop computer, right-click the mobile favorite you want to change and then **Properties**. In the **Download** tab, specify “0” or “1” for the number of linked pages you want to download.

## Using AvantGo Channels

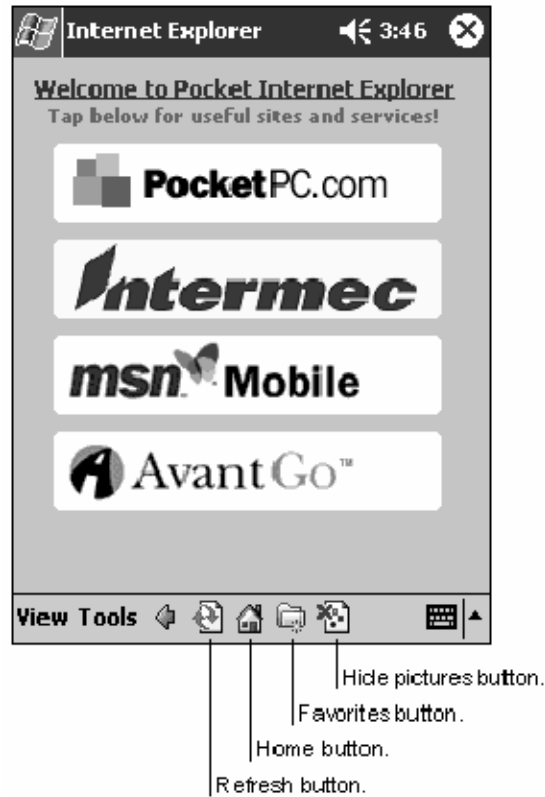
AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. You subscribe to AvantGo channels directly from your 700 Series Computer. Then, you synchronize your 700 Series Computer and desktop computer, or connect to the Internet to download the content. For more information, visit the AvantGo Web site. To sign up for AvantGo:

- 1 In ActiveSync options on the desktop computer, turn on synchronization for the AvantGo information type.
- 2 In Pocket Internet Explorer on your 700 Series Computer, tap the **Favorites** button to display your list of favorites.
- 3 Tap the **AvantGo Channels** link.
- 4 Tap the **Activate** button.
- 5 Follow the directions on the screen. You will need to synchronize your 700 Series Computer with your desktop computer and then tap the **My Channels** button to complete the AvantGo setup.

When synchronization is complete, tap the **AvantGo Channels** link in your list of favorites to see a few of the most popular channels. To add or remove channels, tap the **Add** or **Remove** link.

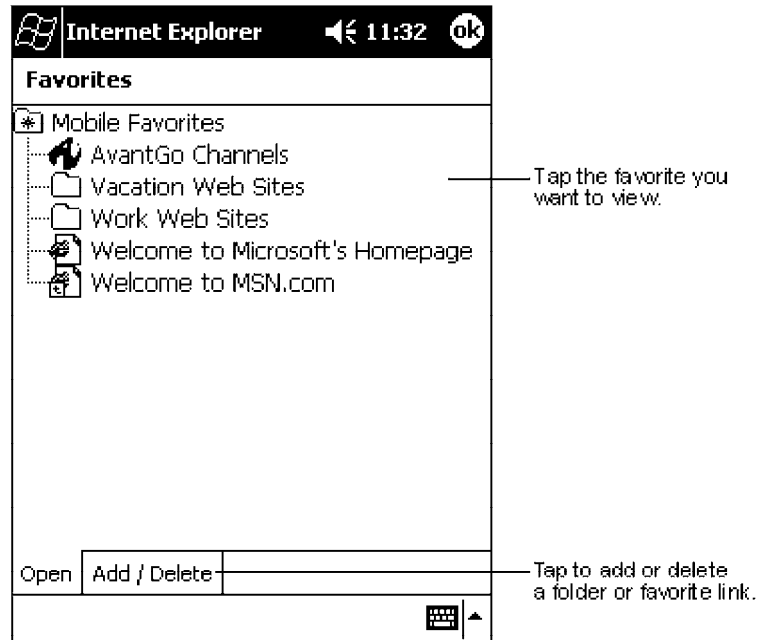
## Using Pocket Internet Explorer

You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your 700 Series Computer without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web.



## Viewing Mobile Favorites and Channels

- 1 Tap the Favorites button to display your list of favorites.
- 2 Tap the page you want to view.



You will see the page that was downloaded the last time you synchronized with your desktop computer. If the page is not on your 700 Series Computer, the favorite will be dimmed. You will need to synchronize with your desktop computer again to download the page to your 700 Series Computer, or connect to the Internet to view the page.

## Browsing the Internet

- 1 Set up a connection to your ISP or corporate network using **Connections**, as described in “*Getting Connected*” on page 67.
- 2 To connect and start browsing, do one of the following:
  - Tap the **Favorites** button, and then tap the favorite you want to view.
  - Tap **View** → **Address Bar**. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap **Go**. Tap the arrow to choose from previously entered addresses.



**Note:** To add a favorite link while using the 700 Series Computer, go to the page you want to add, tap and hold on the page, and tap **Add to Favorites**.

## Getting Connected

You can use your 700 Series Computer to exchange information with other 700 Series Computers as well as your desktop computer, a network, or the Internet. You have the following connection options:

- Use the infrared (IR) port on your 700 Series Computer to send and receive files between two 700 Series Computers. If this is the method you want to use, see “*Transferring Items Using Infrared*” below.
- Connect to your ISP. Once connected, you can send and receive e-mail messages by using Inbox and view Web or WAP pages by using Pocket Internet Explorer. The communication software for creating an ISP connection is already installed on your 700 Series Computer. Your service provider will provide software needed to install other services, such as paging and fax services. If this is the method you want to use, see “*Connecting to an Internet Service Provider*” on page 68.
- Connect to the network at your company or organization where you work. Once connected, you can send and receive e-mail messages by using Inbox, view Web or WAP pages by using Pocket Internet Explorer, and synchronize with your desktop computer. If this is the method you want to use, see “*Connecting to Work*” on page 70.
- Connect to your desktop computer to synchronize remotely. Once connected, you can synchronize information such as your Pocket Outlook information. If this is the method you want to use, see *ActiveSync Help* on your desktop computer or Connections Help on the 700 Series Computer.

## Transferring Items Using Infrared

Using infrared (IR), you can send and receive information, such as contacts and appointments, between two 700 Series Computers.

### Sending Information

- 1 Switch to the program where you created the item you want to send and locate the item in the list.
- 2 Align the IR ports so that they are unobstructed and within a close range.
- 3 Tap and hold the item, and tap **Beam Item** on the pop-up menu.



**Note:** You can also send items, but not folders, from File Explorer. Tap and hold the item you want to send, and then tap **Beam File** on the pop-up menu.

### Receiving Information

- 1 Align the IR ports so that they are unobstructed and within a close range.
- 2 Have the owner of the other 700 Series Computer send the information to you. Your 700 Series Computer will automatically receive it.

## Connecting to an Internet Service Provider

You can connect to your ISP, and use the connection to send and receive e-mail messages and view Web or WAP pages. You can connect to your ISP in one of two ways:

- Create a modem connection. If this is the method you want to use, see “*Creating a Modem Connection to an ISP*” below.
- Use an Ethernet card and a net tap to connect to the network. If this is the method you want to use, see “*Creating an Ethernet Connection to an ISP*” on page 69.

### Creating a Modem Connection to an ISP

- 1 Obtain the following information from your ISP. Some ISPs require information in front of the user name, such as MSN/username.
  - ISP dial-up access telephone number
  - User name
  - Password
  - TCP/IP settings
- 2 If your 700 Series Computer does not have a built-in modem, install a modem card, or use or use a NULL modem cable and appropriate adapters to connect an external modem to your 700 Series Computer through the serial port.
- 3 Tap **Start** → **Settings** → the **Connections** tab → **Connections**. Under The Internet settings, select **Internet Settings** → **Modify**.
- 4 In the **Modem** tab, tap **New**.
- 5 Enter a name for the connection, such as “ISP Connection.”
- 6 In **Select a modem list**, select your modem type. If your modem type does not appear, try reinserting the modem card. If you are using an external modem that is connected to your 700 Series Computer with a cable, select “Hayes Compatible on COM1.”
- 7 You should not need to change any settings in **Advanced**. Most ISPs now use a dynamically-assigned address. If the ISP you are connecting to does not use a dynamically-assigned address, tap **Advanced** → the **TCP/IP** tab, then enter the address. When finished, tap **OK** → **Next**.
- 8 Enter the access phone number, and tap **Next**.
- 9 Select other desired options, and tap **Finish**.
- 10 In the **Dialing Locations** tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

To start the connection, simply start using one of the following programs. Your 700 Series Computer will automatically begin connecting. Once connected, you can:

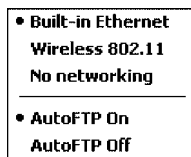
- Send and receive e-mail messages by using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see “*Connecting Directly to an E-mail Server*” on page 72.
- Visit Web and WAP pages by using Pocket Internet Explorer. For more information, see “*Pocket Internet Explorer*” on page 62.
- Send and receive instant messages with MSN Messenger. For more information, see “*MSN Messenger*” on page 53.

### Creating an Ethernet Connection to an ISP

- 1 You do not need to create a new connection on your 700 Series Computer. Instead, you must purchase a dock to enable on-board Ethernet or purchase a CompactFlash Ethernet card that is compatible with your 700 Series Computer.
- 2 Obtain the following information from your ISP:
  - User name
  - Password
  - Domain name
- 3 Insert the Ethernet card into your 700 Series Computer. For instructions on inserting and using the Ethernet card, see the owner’s manual.



*If using an on-board Ethernet*, place your 700 Series Computer in a dock, tap **Start** → **Today**, then look in the System Tray for the Ethernet icon (shown left). If not there, then tap the antenna icon for the NDISTRAY pop-up menu and select **Built-in Ethernet** from the menu.



- 4 The first time you insert the card, **Network Settings** will appear automatically so that you can configure the Ethernet card. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so. Tap **OK**. (If it does not appear or to change settings later, tap **Start** → **Settings** → the **Connections** tab → **Network**, tap the adapter you want to change, and then tap **Properties**.)



- *If using an on-board Ethernet*, then select **Start** → **Settings** → the **Connections** tab → **Network Adapters**. Select “NE2000 Compatible Ethernet Driver” from the list of adapters installed, then tap **Properties** to configure the Ethernet driver.



- 5 Connect the Ethernet card or dock to the network by using a network cable. For information, see your owner's manual.
- 6 Tap **Start** → **Settings** → the **Connections** tab → **Connections**. From the **My network card connects to** list, select "Internet."

To start the connection, simply start using one of the programs listed in the preceding section. Once connected, you can perform the same activities as listed in the preceding section.

## Connecting to Work

If you have access to a network at work, you can send e-mail messages, view intranet pages, synchronize your 700 Series Computer, and possibly access the Internet. You can connect to work in one of two ways:

- Create a modem connection by using a RAS (Remote Access Server) account. Before you can create this modem connection, your network administrator will need to set up a RAS account for you. If this is the method you want to use, see "*Creating a Modem Connection to Work*" below. Your network administrator may also give you VPN settings.
- Use an Ethernet card and a net tap to connect to the network. If this is the method you want to use, see "*Creating an Ethernet Connection to Work*" on page 71.

### Creating a Modem Connection to Work

- 1 Get the following information from your network administrator:
  - Dial-up access telephone number
  - User name
  - Password
  - Domain name
  - TCP/IP settings
- 2 If your 700 Series Computer does not have a built-in modem, install a modem card.
- 3 Tap **Start** → **Settings** → the **Connections** tab → **Connections**. Under The Internet settings, select **Internet Settings** and tap **Modify**.
- 4 In the **Modem** tab, tap **New**.
- 5 Enter a name for the connection, such as "Company Connection."
- 6 In the **Select a modem list**, select your modem type. If your modem type does not appear, try reinserting the modem card. If you are using an external modem that is connected to your 700 Series Computer with a cable, select "Hayes Compatible on COM1."
- 7 You should not need to change any settings in **Advanced**. Most servers now use a dynamically-assigned address. If the server you are connecting to does not use a dynamically-assigned address, tap **Advanced** → the **TCP/IP** tab and then enter the address. When finished, tap **OK** → **Next**.

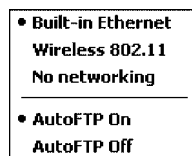
- 8 Enter the access phone number, and tap **Next**.
- 9 Select other desired options, and tap **Finish**.
- 10 In the **Dialing Locations** tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

To start the connection, start using one of the following programs. Your 700 Series Computer will automatically begin connecting. Once connected, you can:

- Send and receive e-mail messages by using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see “*Connecting Directly to an E-mail Server*” on page 72.
- Visit Internet or intranet Web or WAP pages via Pocket Internet Explorer.
- Send and receive instant messages with MSN Messenger. For more information, see “*MSN Messenger*” on page 53.
- Synchronize. For more information, see *ActiveSync Help* on the desktop computer.

### Creating an Ethernet Connection to Work

- 1 You do not need to create a new connection on your 700 Series Computer. Instead, you must purchase a dock to enable on-board Ethernet or purchase a CompactFlash Ethernet card that is compatible with your 700 Series Computer.
- 2 Obtain the following information from your ISP:
  - User name
  - Password
  - Domain name
- 3 Insert the Ethernet card into your 700 Series Computer. For instructions on inserting and using the Ethernet card, see the owner’s manual.
  - *If using an on-board Ethernet*, place your 700 Series Computer in a dock, tap **Start** → **Today**, then look in the System Tray for the Ethernet icon (*shown left*). If not there, then tap the antenna icon for the NDISTRAY pop-up menu and select **Built-in Ethernet** from the menu.



- The first time you insert the card, **Network Settings** will appear automatically so that you can configure the Ethernet card. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so. Tap **OK**. (If it does not appear or to change settings later, tap **Start** → **Settings** → the **Connections** tab → **Network**, tap the adapter you want to change, and then tap **Properties**.)



- If using an on-board Ethernet*, then select **Start** → **Settings** → the **Connections** tab → **Network Adapters**. Select “NE2000 Compatible Ethernet Driver” from the list of adapters installed, then tap **Properties** to configure the Ethernet driver.
- Connect the Ethernet card or dock to the network by using a network cable. For information, see your owner’s manual.
  - To synchronize your 700 Series Computer, tap **Start** → **ActiveSync**. In the **Tools** menu, tap **Options**. → the **PC** tab, select **Include PC when synchronizing remotely and connect to**, and select your computer’s name. Remote synchronization with a desktop computer will work only if a partnership is set up with that computer through ActiveSync and ActiveSync is set to allow remote connections. Other restrictions apply. For more information, see *ActiveSync Help* on the desktop computer.

To start the connection, simply start using one of the programs listed in the preceding section. Once connected, you can perform the same activities as listed in the preceding section.

## Ending a Connection

To disconnect, do one of the following:



- When connected via dial-up or VPN, tap the **Connection** icon (*shown left*) on your navigation bar, and then tap **End**.
- When connected via cable or cradle, detach your 700 Series Computer from the cable or cradle.
- When connected via Infrared, move the 700 Series Computer away from the PC.
- When connected via a network (Ethernet) card, remove the card from your 700 Series Computer.

## Connecting Directly to an E-mail Server

You can set up a connection to an e-mail server so that you can send and receive e-mail messages by using a modem or network connection and In-box on your 700 Series Computer.



**Note:** The ISP or network must use a POP3 or IMAP4 e-mail server and an SMTP gateway.

You can use multiple e-mail services to receive your messages. For each e-mail service you intend to use, first set up and name the e-mail service. If you use the same service to connect to different mailboxes, set up and name each mailbox connection.

## Setting Up an E-mail Service

- In Inbox on your 700 Series Computer, tap **Services** → **New Service**. Follow the directions in the New Service wizard.

For an explanation of a screen, tap **Start** → **Help**. When finished, to connect to your e-mail server, tap **Services** → **Connect**. For more information on using the Inbox program, see “*Inbox: Sending and Receiving E-mail Messages*” on page 42.

