3.6.1 The LEDs

Three LEDs are located on the upper-left side of the unit, just above the display. When you press the Power button, the LED flashes green to indicate that the unit has been powered up. The LED table following outlines the behaviour of the LED while the unit is docked in a charger.

Keep in mind that the application running on the iKôn PDA can dictate how the application LED operates. Review the documentation provided with your application to determine LED behaviour.

Table 3.1 Function Of iKôn PDA LEDs

LED	Function
Green Charge LED (left-most LED)	Charge indicator. See the table below for descriptions of Charge LED behaviour.
Yellow Application LED (centre LED)	Application LED. This LEDs behaviour is application dependent.
Blue Radio Power LED (right-most LED)	Radio power indicator.

If the unit is attached to an external power supply, the charge LED (the left-most LED) reflects the battery charge status.

Table 3.2 iKôn PDA Charge LED Behaviour

LED Behaviour	Charge Status
Solid Green	Charge complete
Fast Blinking Green	Charge in progress. Battery charged to less than 80% capacity.
Slow Blinking Green	Battery charged to greater than 80% capacity.
Solid Red	Temperature outside charge range (0° C to 50° C)
Blinking Red	Battery is not charging. Battery fault.

3.7 Audio Indicators

The audio speaker provides a variety of sounds when a key is pressed, a keyboard character is rejected, scan input is accepted or rejected, an operator's entry does not match in a match field or the battery is low. To specify how you want your iKôn PDA to respond under various conditions, refer to "Sounds" on page 105.

The volume can be adjusted using the [UP ARROW] and [DOWN ARROW]. The *increase* volume key is labelled with a plus (+) symbol and the *decrease* volume key is labelled with a minus (-) symbol.

3.7.1 Adjusting Speaker Volume

The [VOLUME] button is located on the left side of the PDA, just below the [SCAN] button. It is a rocker button; pressing the top half of the button increases volume while pressing the bottom half of the button decreases it.

3.8 Monitoring The Battery And Maximizing Run Time

Note: When the battery is at 50% capacity, a 'low battery' warning is displayed. When the battery is at approximately 10% capacity, a 'very low battery' notification bubble appears.

As Lithium-Ion batteries age, their capacity decreases gradually, and they are generally considered depleted after approximately 2 years of use (less than 60% of original capacity remaining). Keep in mind however that heavy usage or operating the unit at temperature extremes will shorten the battery life.

Lithium-Ion batteries do not require conditioning cycles and the iKôn PDA battery system (including chargers) requires no user interaction to maintain peak performance.

To maximize the run time of your batteries, consider the following:

- The display backlight is the largest drain on the battery. Try to keep its brightness as low as possible.
- The unit is 'event' driven—that is, when the unit is not in use, it reverts to *sleep* mode (even when it appears to be running), saving battery power. Events include a key press, touchscreen taps and scan triggers. Power consumption is reduced if you avoid unnecessary events, and allow the unit to sleep as much as possible.
- The battery is a 'smart battery' with built-in intelligence.

Tapping on the *Power* icon under *Start>Settings>System* tab displays a dialog box that provides detailed information about the battery status of the battery installed in your unit.

- When the unit is switched off, it goes into a low-power, suspend state but continues to draw a small amount of power from the battery. This should not be an issue unless the unit is left in suspend state for more than a week—for long-term storage, the battery should be removed from the unit.

3.8.1 Storing Batteries

Long term battery storage is not recommended. If storage is necessary:

- Always try to use a 'first-in first-out' approach to minimize storage time.
- Lithium-Ion batteries age much faster at elevated temperatures. Store batteries at temperatures between 0° C and 20° C.
- Always charge batteries to at least 40 to 60% before storing them. Batteries can be damaged by an over-discharge phenomenon that occurs when an empty battery is stored for a long period of time such that the cell voltage drops below a lower limit.
- To minimize storage degradation, recharge stored batteries to 40 to 60% every 4 or 6 months to prevent over-discharge damage.
- A 'never used' Li-Ion battery that has been stored for 3 years may have limited or no useful life remaining once put into service. Think of batteries as perishable goods.

3.9 Uploading Data In A Docking Station

Important: Review the documentation provided with the user application installed in your iKôn PDA before performing data uploads.

The desktop docking station and quad docking station are typically used to upload transaction data to a server computer when a radio link is not available.

Note: Refer to "Chargers And Docking Stations" on page 245 for more details.

The desktop docking station can complete batch uploads to a Client USB connected PC or server. An optional 10/100baseT Ethernet module is also available.

Unlike the desktop docking station, the quad docking station supports only TCP/IP connections to a PC or server through a 10/100baseT Ethernet connection.

When a iKôn PDA is properly inserted in a docking station, a dock icon is displayed in the navigation bar at the top of the screen. The unit also detects the presence of the Ethernet network.

3.10 Bluetooth Radio

*Note: Integrated **Bluetooth** class II radios are standard on iKôn PDA units. Keep in mind also that **Bluetooth** is available simultaneously with WAN and 802.11g on a single unit.*

The iKôn PDA is equipped with an on-board *Bluetooth* radio. This type of radio enables short range data communication between devices. The *Bluetooth* also provides the capability to use a *Bluetooth*-enabled cellular phone as a data modem, exchanging information with other *Bluetooth* devices and providing network access. Refer to "The Bluetooth GPRS Phone" on page 188 for setup details.

3.10.1 Pairing A Bluetooth Headset Or Other Bluetooth Devices

Before pairing a headset or any other *Bluetooth* device with your unit, make certain that the *Bluetooth* device power is enabled; it is *enabled* by default. If, for some reason, it has been disabled:

- Tap on **Start>Settings>System tab** and then, tap on the **Power icon** to display the *Power* dialog box.
- Tap on the **Built-in Devices tab**, and tap in the checkbox next to **Enable *Bluetooth***.

Next you need to make your iKôn PDA visible to other *Bluetooth* devices; this option is set to *off* by default.

- Tap on **Start>Settings>Connections tab>*Bluetooth* icon**.
- Tap on the **Mode tab**, and check both **Turn on *Bluetooth*** and **Make this device visible to other devices**. Tap **OK**.
- Follow the headset manufacturer's instructions to place the headset in pairing mode. Some headsets will automatically initiate the pairing to the PDA, and you will be prompted to pair with the headset.

If your headset does not initiate pairing automatically, carry out these steps:

- Tap on **Start>Settings>Connections tab>*Bluetooth* icon**.
- In the *Devices* tab, tap **Add new device**. Wait for the iKôn PDA to scan for devices.
- Choose the **headset device** from the list and tap on **Next**.

The iKôn PDA then prompts you to provide a passcode.

- Type the **passcode** (or PIN – Personal Identification Number), and then tap on **Next**.

The PDA unit then displays a services list with the *Hands Free* service type checked.

- With *Hands Free* checked (enabled), tap **Finish**. The headset is now paired.

3.11 Inserting The SD/MMC Card And SIM Card

There are two card slots available in the battery compartment of the PDA – the lower slot is provided for a SD/MMC (Secure Digital/Multi-Media Card) and the upper slot is for a SIM (Subscriber Identity Module) card.

SD/MMC cards provide additional non-volatile memory to your PDA. SIM cards provide access to the PDA's voice option, the Internet, and so on.

3.11.1 Inserting The Card ??

- Switch off the iKôn PDA.
- Remove the battery cover and the battery.

A hinged door in the battery compartment protects the connectors. It is hinged on the left side.

- Pull the hinged SD door down as the arrow icon on the door indicates.
- Orient the SD/MMC or SIM card according to the legend stamped into the battery well plastic.
- For SD/MMC cards, slide the card into the lower slot, pushing it inward until it latches into place.
- For a SIM card, slide the card into the upper slot, pushing it inward until it latches into place.
- Swing the hinged door back into place, and gently snap it shut.

To remove the card:

- Gently press the card inward until it unlatches, and the card is expelled from the slot.

3.12 General Maintenance

3.12.1 Caring For The Touchscreen

The top of the touchscreen is a thin, flexible polyester plastic sheet with a conductive coating on the inside. The polyester can be permanently damaged by harsh chemicals and is susceptible to abrasions and scratches. Using sharp objects on the touchscreen can scratch or cut the plastic, or crack the internal conductive coating.

The chemicals listed below must not come into contact with the touchscreen:

- sodium hydroxide,
- concentrated caustic solutions,
- benzyl alcohol, and
- concentrated acids.

If the touchscreen is used in harsh environments, consider applying a disposable screen protector (model number ??). These covers reduce the clarity of the display slightly but will

dramatically extend the useful life of the touchscreen. When they become scratched and abraded, they are easily removed and replaced.

3.12.2 Cleaning The iKôn PDA

Important: Do not immerse the unit in water. Dampen a soft cloth with mild detergent to wipe the unit clean.

- Use only mild detergent or soapy water to clean the PDA unit.
- Avoid abrasive cleaners, solvents or strong chemicals for cleaning. The plastic case is susceptible to harsh chemicals. The plastic is partially soluble in oils, mineral spirits and gasoline. The plastic slowly decomposes in strong alkaline solutions.
- To clean ink marks from the keypad or touchscreen, use isopropyl alcohol.

WORKING WITH WINDOWS MOBILE 6 4

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4.1 Navigating In Windows Mobile 6 And Applications

Graphic user interfaces like Windows Mobile 6 for portable devices or desktop Windows (2000, XP, etc.) utilize 'point and click' navigation. On the iKôn PDA, this is accomplished using a touchscreen and stylus rather than a mouse.

4.1.1 Navigating Using A Touchscreen And Stylus

Note: If the touchscreen is not registering your screen taps accurately, it may need recalibration. Refer to "Aligning (Calibrating) The Touchscreen" on page 40.

A touchscreen is a standard feature on all iKôn PDAs. Each is equipped with a stylus–a pointing tool –stored in a slot at the bottom of the unit.

- Use the stylus to tap on the appropriate icon to open files and folders, launch applications and programs, make selections, and so on.

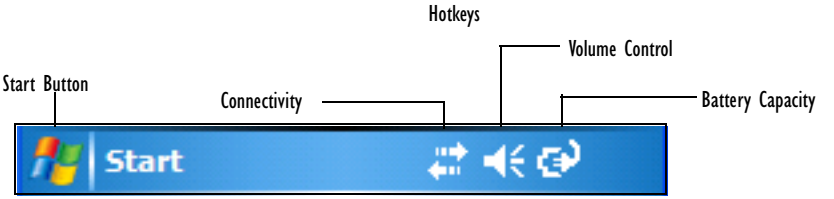
4.2 Windows Mobile 6 Desktop-Today Screen

Keep in mind that if your PDA is running Windows Mobile 6 Professional, the *Today* screen will offer Phone connectivity in the *Navigation Bar* at the top of the screen and a *Phone* softkey in the *Softkey Bar* at the bottom of the screen. Units running Windows Mobile 6 Classic provide a *Calendar* option in the *Softkey Bar*; phone options are not available with this version of Windows Mobile 6.

The *Today* screen displays all your important information–tasks, unread e-mails and upcoming appointments–all in one place. The *Start* menu provides access to everything else you'll need.

4.2.1 Windows Mobile 6 Navigation Bar

The navigation bar along the top of the screen provides icons that, when tapped, open their associated programs. If you're unit is equipped with *Windows Mobile 6 Professional*, you'll be see a *Phone* hotkey for quick access to phone settings.



Windows Mobile 6 Classic Navigation Bar

Windows Mobile 6 Professional Navigation Bar

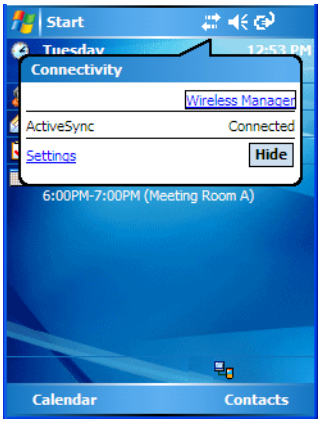
Note: When a peripheral is attached to the docking/usb ?? port of the iKôn PDA, an associated icon is displayed briefly in the navigation bar to indicate that the PDA has recognized the connection.

Start Button

Tapping on the **Start** button displays the *Start* menu.

Connectivity

The *Connectivity* hotkey provides a shortcut to the *Connections* tab in the *Settings* window. This tab provides access to *Bluetooth*, network, network card and internet connection setups.



Phone Settings

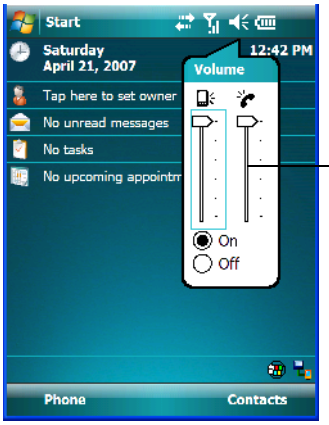
If your PDA is running *Windows Mobile 6 Professional*, it is equipped with a phone option. A PDA in which a SIM card and GSM radio are installed can access phone settings along with the Wireless Manager from this pop-up bubble. Any active connections are also listed here.

Volume Control

Tapping on this icon displays a sliding tab that allows you to adjust the speaker volume or turn the speaker on and off.

On units running *Windows Mobile 6 Professional*, two volume adjustments are provided – one for the speaker volume and the other for the phone dialer volume.

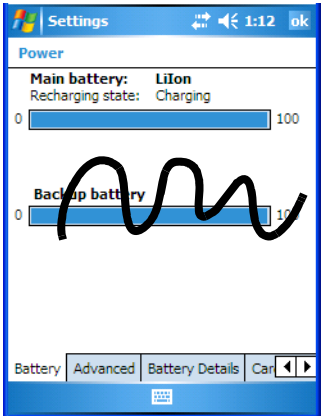
Windows Mobile 6 Classic



Windows Mobile 6 Professional

Battery Capacity

Tapping on the *Battery* hotkey displays the Battery tab allowing you to view the remaining battery capacity in the battery.

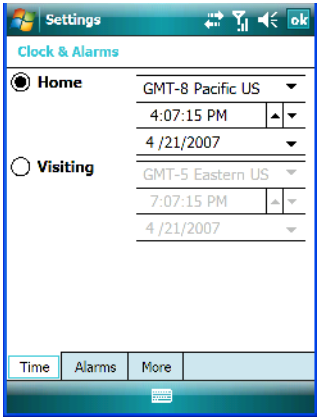


4.2.2 Today's Date, Clock And Alarm

This option displays the current date. If you need to adjust the date or set an alarm:

- In the *Today* screen, tap on **today's date**.

The *Clock & Alarms* screen is displayed.

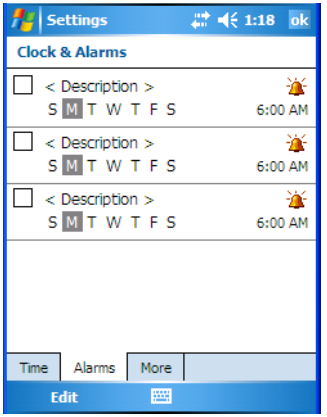


- Tap on the drop-down menu arrows to set the GMT, time and date.

An option to set the date and time for a visiting time zone is also available.

To set an alarm:

- Tap on the **Alarms** tab.



You can set a maximum of three alarms.

- Tap in the **checkbox** to enable an alarm.
- Tap the **day** on which you want the alarm to go off–**Sunday** through **Saturday**.
- Tap on the **clock** and set the time of the alarm. Keep in mind that it can only be set for hours–minutes cannot be specified.

- Tap on **OK** to save your changes.

Note: Tapping on the 'More' tab displays a dialog box in which you can choose to 'Display the clock on the title bar in all programs'.

4.2.3 Ownership Information

This option allows you to add your personal information to the iKôn PDA. Some of this information will be displayed in the desktop *Today* screen.

- Tap on **Owner** to display a screen in which you can type information.

- Type your **name, company name, address, telephone number** and **e-mail address**.

Note: You can type information using the iKôn PDA keyboard, or you can tap on the soft keyboard icon in the bottom right corner of the softkey bar to display an onscreen keyboard.

The *Ownership* screen has two additional tabs–*Notes* where you can add any pertinent, additional information and *Options* where you can specify whether you want the desktop to display your 'identification' information or your 'note' information.

4.2.4 E-mail Notification

If you have any e-mail, it will be indicated in the *Today* desktop screen. To view your e-mail, tap on the **E-mail Notification** option.

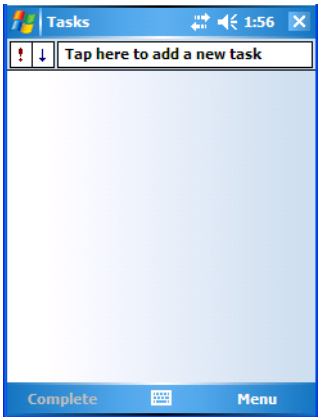
Refer to "Messaging" on page 235 for details about setting up your Inbox.

4.2.5 Task Notification

Tasks lets you create lists of entries representing your responsibilities, upcoming projects, and so on. If you've assigned any tasks, this option lets you know how many active tasks you have.

Note: You can synchronize the Task Notification option using ActiveSync so that any tasks are displayed on your iKôn PDA as well as your PC. Refer to "Synchronization" on page 221 for details.

- Tap on the **Tasks** option to display a list of tasks.



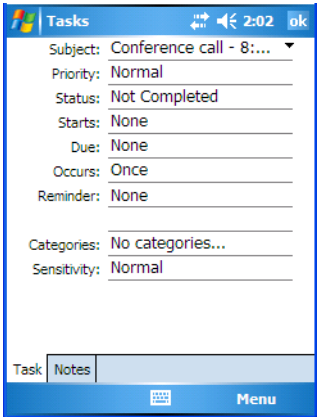
Creating A Task

- Tap in the field labelled **Tap here to add a new task**. The text is replaced with a blinking cursor. If you prefer to type the task using the soft keyboard, tap on the *soft keyboard* icon in the softkey bar.
- Type your task description.
- Tap anywhere in the blank part of the screen, or press [ENTER] to add the task to your list.

Editing A Task

- Tap on a **task** in the task list to highlight it. Tap **Edit** in the softkey bar to display a detailed task screen where you can define task characteristics.

Figure 4.1 Task Details Screen



Each of the nine items in this screen, when tapped, displays a dropdown menu where you can choose from a list of options.

- Once you've completed all the appropriate fields, tap on **OK** to save your changes.

Note: You can also tap on the Notes tab to add additional information about the task your are defining.

Deleting A Task

- Press and hold the stylus on a task until a pop-up menu is displayed.
- Tap on **Delete Task**.

Marking A Task As Completed

- In the **Tasks** list, tap the **checkbox** next to the items that are completed.

Sorting Tasks

- Tap on the **Menu** option in the lower-right corner of softkey bar, and tap on **Sort By**.

You can choose from **Status, Priority, Subject, Start Date** or **Due Date**. The tasks are arranged in the list according to the criterion you chose.

Limiting The Tasks Displayed In The Task Screen

- Tap on **Menu** in the lower-right corner of softkey bar, and tap on **Filter**.

You can choose **All Tasks, Recently Viewed, No Categories, Active Tasks**, or **Completed Tasks**. The tasks are displayed on the screen according to the preference you chose.

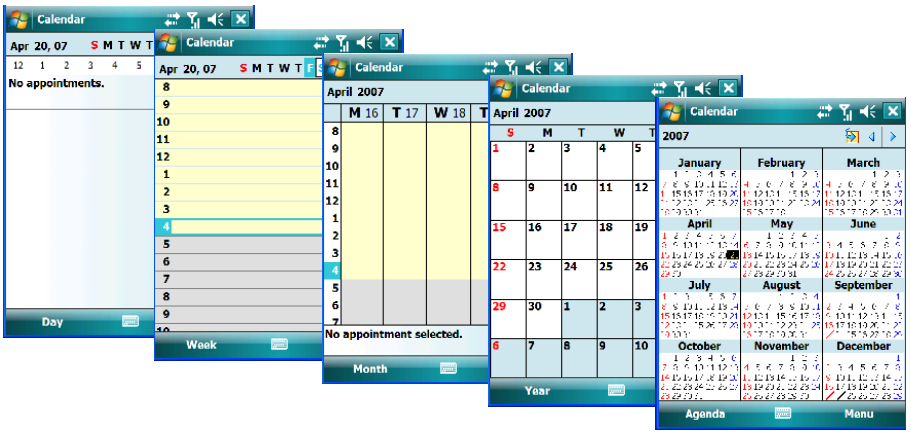
4.2.6 Calendar Of Upcoming Appointments

This option is used to map out all your upcoming appointments, meetings and so on in the weeks, months and years ahead.

Note: You can synchronize the Calendar using ActiveSync so that any meetings, appointments and so on are displayed on your iKôn PDA Today screen as well as on your PC. Refer to "Synchronization" on page 221 for details.

- Tap on the **Upcoming Appointments** option in the Today screen, or tap on **Start>Calendar** to display the calendar.

If your unit is running *Windows Mobile 6 Classic*, you can tap on **Calendar** in the *Softkey Bar*.

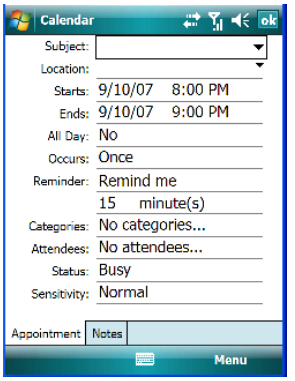


The default calendar displays an *Agenda* of appointments for the week, divided into days. You can choose to leave the calendar as is, or you can tap on the *Day* softkey to reflect the *Week, Month* or *Year*.

4.2.6.1 Creating And Editing Appointments

- In the *Calendar* screen, tap on **Menu** in the softkey bar, and then tap on **New Appointment**.

Figure 4.2 Appointment Detail Screen



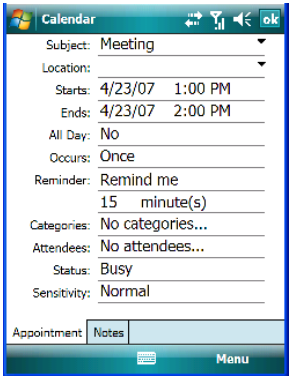
- In the *Subject* field, name the appointment.
- Complete the remaining fields to reflect your appointment details.

Note: Refer to "Adding Reminders" on page 60 for details about reminders. Refer to"Using Categories" on page 61 for information about this option.

- Tap on **OK** to save your changes and close the screen.

4.2.6.2 Adding Reminders

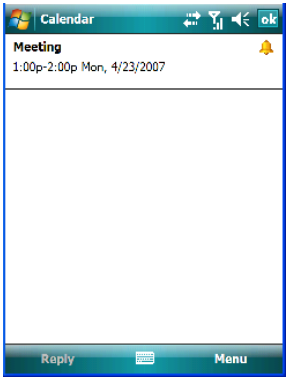
- In the *Today* screen, tap on the **appointment** for which you'd like a reminder. In the *Calendar detail* screen, tap on the **appointment**. Tap on the **Menu** softkey and then, choose the **Edit** command.



If you want to be reminded in advance of an appointment:

- In the *Reminder* field, choose **Remind me** from the drop-down menu.

- In the second *Reminder* field, tap on the number in the field to display a dropdown menu where you can define a numeric value of 1, 5, 10, 15, 30. Tap on **minute(s)** to display a dropdown menu from which you can choose the time unit for your reminder– minute(s), hour(s), day(s) or week(s).
- Tap OK to finish. You are returned to the view you were in before adding the reminder.
- Tap the appointment in the **Calendar** screen to display it in a summary screen. The reminder is indicated by the small, bell icon.



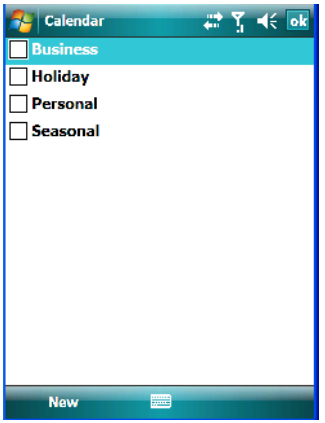
4.2.6.3 Using Categories

Categories help you organize and track the different types of data you keep on your PDA.

To assign an appointment to a category:

- Tap on an **appointment** in the *Today* screen. In the *Calendar* screen, tap on the **appointment** again.

- Tap the **Categories** field to display the *Categories* screen.



- Tap in the **checkbox next to the category** to which you want to assign the appointment.
- Tap **OK**. Your appointment is assigned to the category or categories you chose.

*Note: You can create a new category by tapping on **New** in the softkey bar at the bottom of the screen.*

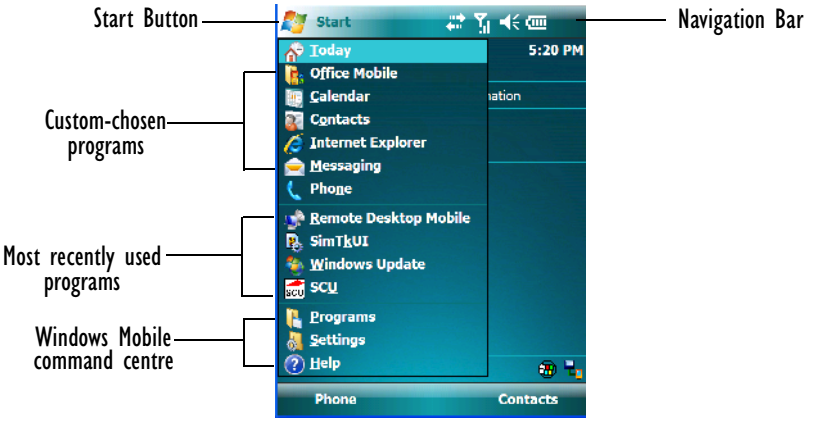
4.2.6.4 Deleting Appointments

- Tap and hold the stylus on the **appointment** you want to delete.
- Tap on **Delete Appointment** in the pop-up menu.

4.3 Start Menu

To display the Start menu:

- Tap on the **Start** button in the upper-left corner of the *Navigation Bar*.



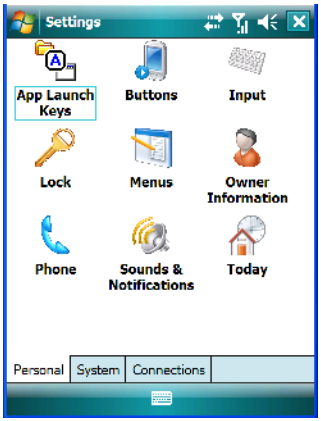
- Tap on the **Start** menu item with which you want to work.

*Note: Keep in mind that if your PDA is running Windows Mobile 6 Classic, the Phone option displayed in the sample screen above is **not** available; this option is only offered on units running Windows Mobile 6 Professional.*

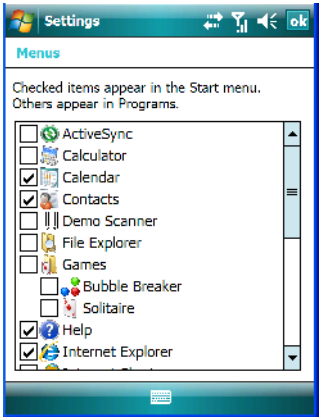
4.3.1 Customising The Start Menu

You can choose the items you want to appear in the *Start* menu–items you use most often.

- Tap on **Start>Settings**.



- In the *Personal* tab, tap on the **Menus** icon.



- Tap the **checkboxes** next to the items you would like to appear in your *Start* menu. When you've finished your selections, tap on **OK**.

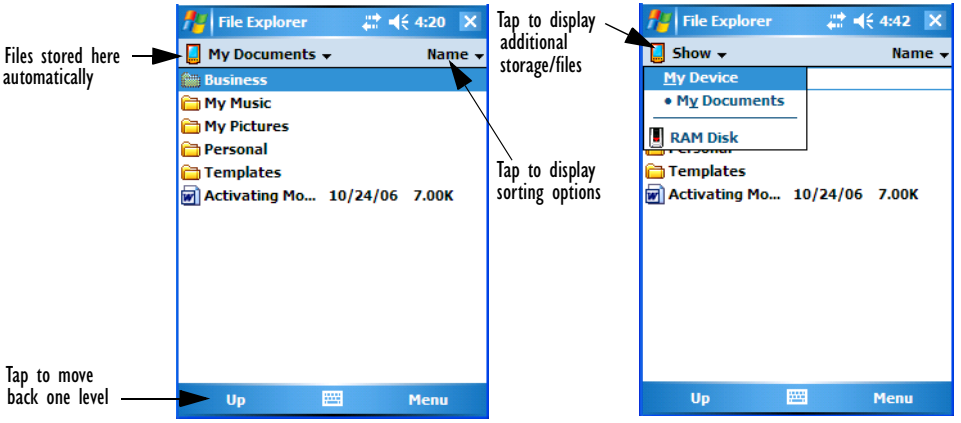
4.4 Camera ??

An optional camera is available with your iKôn PDA. It is an auto-focus, colour camera which allows you to snap photos and take short videos.??

4.5 Managing Files And Folders

Windows Mobile 6 files are stored in folders and sub-folders that are accessible with File Explorer. You can open, save, rename, copy and paste files in the same manner as you would on any desktop PC.

- Tap on **Start>Programs>File Explorer**.



4.5.1 Creating A New Folder

- Tap **Start>Programs>File Explorer**.
- Tap **Menu>New Folder** in the softkey bar at the bottom of the screen.
- Use the iKôn PDA keyboard or the soft keyboard to assign a name to the folder.

4.5.2 Renaming A File

- Press and hold the stylus on the file you want to rename. A ring of dots is displayed followed by a pop-up menu.
- Tap **Rename**. The file name is highlighted. Type a new name.

4.5.3 Copying A File

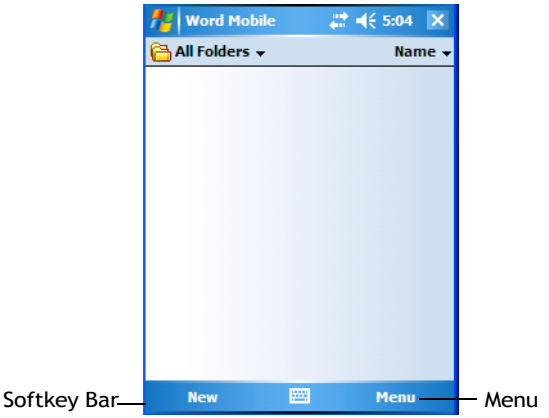
- Press and hold the stylus on the file you want to copy. A ring of dots is displayed followed by a pop-up menu.
- Tap on **Copy** in the pop-up menu.
- Navigate to the location where you want to copy the file.
- Press and hold the stylus in a blank area of the screen—away from other icons—until a pop-up menu is displayed.
- Tap Paste to copy the file to the new location.

4.5.4 Deleting A File

- Press and hold the stylus on the file or folder you want to delete until a pop-up menu is displayed.
- Tap **Delete** to remove the file.

4.6 Using Menus

In *Windows Mobile 6 Classic* and *Professional*, the menu is located in the *softkey bar* at the bottom of the screen.



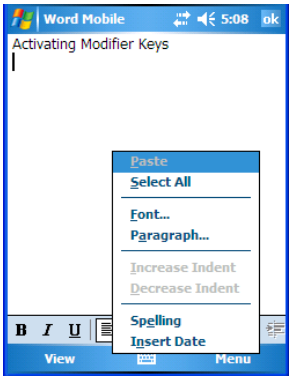
To execute a command:

- Tap on **Menu** to display the commands associated with it, and then tap on the command you want to execute.

4.6.1 Pop-Up Menus

Pop-up menus are available in many screens and programs. They offer quick access to a group of useful commands in addition to those available in the menu bar. To display a pop-up menu:

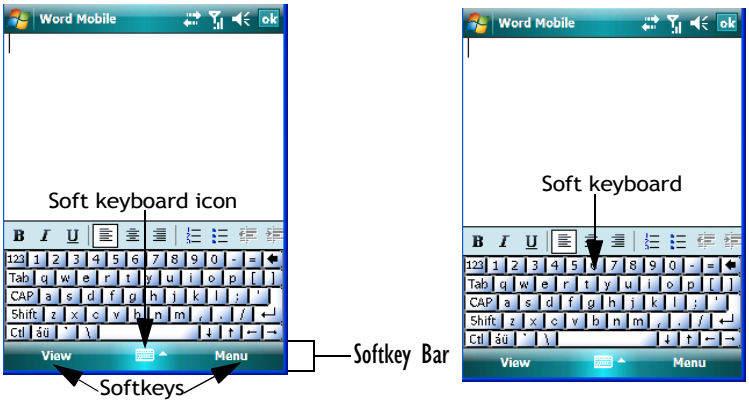
- Gently press and hold the stylus on the screen. A ring of dots is displayed on the screen followed by a pop-up menu.



- Tap on the **command** you want to execute.

4.7 The Softkey Bar

The iKôn PDA is equipped with a *softkey bar* at the bottom of the screen. It displays *softkeys* that allow you to access menus and commands. It also displays the *soft keyboard* icon.



Softkey

Tapping on a softkey displays information associated with the softkey–for example, in the sample screen above, the *Menu* softkey displays the commands associated with Word Mobile. The *View* softkey lets you to tailor how the Word document will be displayed.

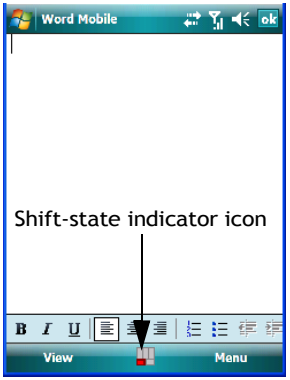
The Soft Keyboard Icon

Tapping on the *soft keyboard* icon displays an onscreen keyboard you can use as an alternative to the PDA keyboard.

Shift-State Indicator Icon

The softkey bar can also display the shift-state indicator icon. This icon indicates active modifier keys–[SHIFT], [ALT], [CTRL], [FN/ORANGE] and [FN/BLUE].

- Tap on **Start>Settings>Buttons>One Shots**. Tap in the checkbox next to *Show modifier key state,* to replace the *soft keyboard* icon with the *shift-state indicator* icon.



When a modifier key is pressed, it is displayed in the *shift-state indicator* icon. In the example above, the [FN/ORANGE] key was activated.

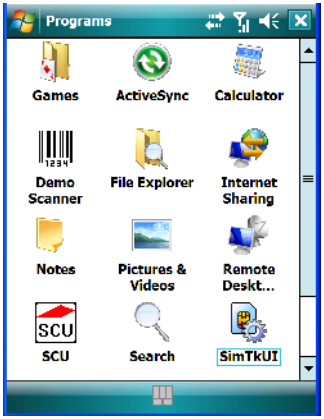
To distinguish a ‘locked’ modifier key–a key that has been locked ‘on’–from a modifier key that is only active until the next key is pressed, ‘locked’ keys are encircled in a black frame in the *shift-state indicator* icon. Refer to “Activating Modifier Keys & The Shift-State Indicator” on page 36 for details.

Note: You can still access the soft keyboard while the shift-state indicator icon is displayed. Tapping on this icon displays the soft keyboard. Tapping on the shift-state indicator icon again removes the soft keyboard.

4.8 Programs-Using Applications

- Tap **Start>Programs** to display the programs installed on your iKôn PDA.

Figure 4.3 Program Screen Icons



Opening An Application

- Tap on an icon in this screen to launch the associated program.

Minimizing An Application

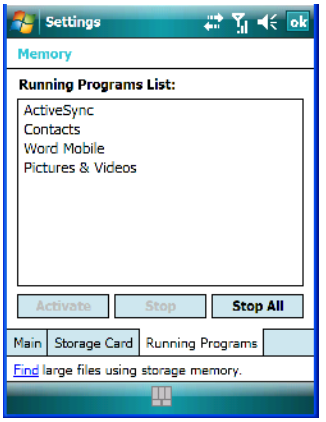
- Tap on the **X** button in the upper-right corner of an application screen to minimize the application.

*Note: Although it looks like a Close button, this button does **not** close the application–it only minimizes it.*

Closing An Application

- Tap on **Start>Settings**. Tap on the **System** tab and then the **Memory** icon–the *Memory* screen is opened.

- Tap on the **Running Program** tab to view a list of running applications.

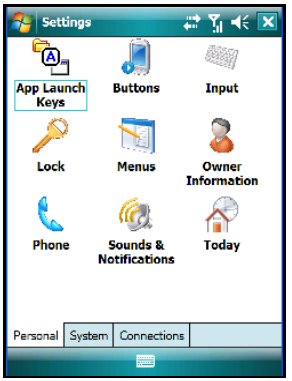


- Tap on the application you want to shut down, and then tap on **Stop**. If you want to shut down all running applications, tap on **Stop All**.
- To display a program from this list on your screen, tap on Activate.

4.9 Settings

- Tap **Start>Settings** to display the setting options for your PDA.

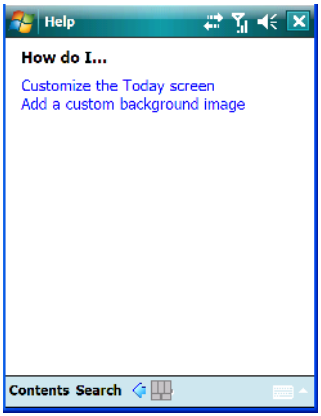
Figure 4.4 Settings Icons



Settings are divided into three tabs–*Personal, System* and *Connections*. Refer to Chapter 5: "Settings" for details about the options available to you.

4.10 Help

Tapping on the *Help* option displays a screen of help topics that are content-specific; if for example, the *Today* screen is displayed and you tap on *Start>Help*, the help screen will provide topics about the *Today* screen. You can perform a help content search by tapping on the *Contents* or *Search* softkeys. Keep in mind that help is not always available.



4.11 Entering Text

Note: For additional information about tailoring text entry using the soft keyboard, the transcriber, the block recognizer and the letter recognizer, refer to "Input" on page 95.

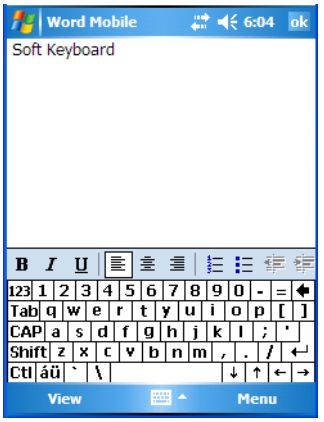
You can enter text using either the soft keyboard or the iKôn PDA keyboard. You can also use the Transcriber to handwrite information directly on the touchscreen using your stylus.

- Open an existing document or create a new one– tap **Start>Office Mobile>Word Mobile** and tap on **New** in the softkey bar to create a new document.

If you're using the iKôn PDA keyboard to enter text, there are no special steps. Just begin typing–the text, spaces, etc. will appear in the document.

4.11.1 Soft Keyboard

The soft keyboard is laid out just like the keypad on a PC keyboard. By tapping the stylus on letters and modifier keys like the [SHIFT] key, you can enter text in a document.



If the soft keyboard is not already displayed:

- Tap on the *soft keyboard* icon in the softkey bar.
- Tap on the letters in the keyboard to enter text in your document.

To switch to a numeric keyboard:

- Tap on the **123** key in the upper-left corner of the soft keyboard.
- Tap on this key again to return to the standard keyboard.

4.11.2 The Transcriber

To access the *Transcriber*, with your document opened:

- Tap on the **arrow** next to the keyboard icon, and choose **Transcriber** from the pop-up menu.
- Review the introductory screen. It provides some shortcut symbols you can draw on your screen to work with the *Transcriber*.
- When you've finished reading the introductory screen, tap **OK**.

The *Transcriber* menu and icon bars are displayed at the bottom of the document.

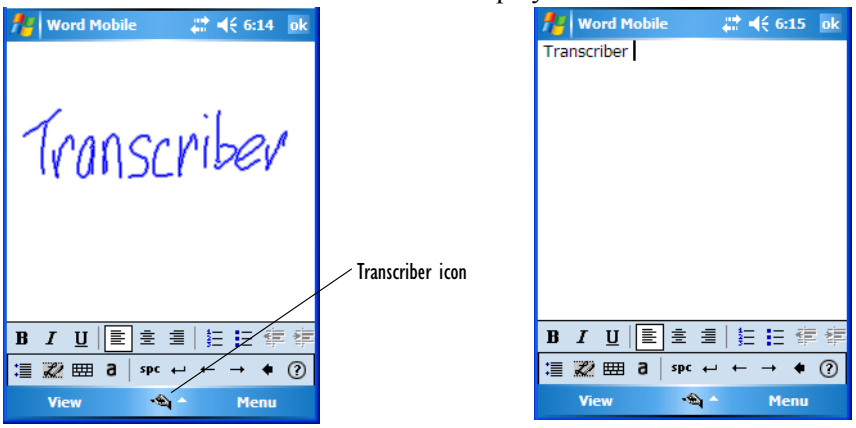


Figure 4.5 Transcriber Screen

- Use your stylus to write a few words anywhere on the screen.

After a few seconds, your words are recognized (or not) and are transcribed into typed text.

Note: Character recognition is more successful if you write using large letters.

Editing Text Within The Transcriber

With your document open, make certain that you are in *transcriber* mode–the Transcriber icon should be displayed in the lower-right corner of the softkey bar.

- Double-tap to select a word or triple-tap to select a paragraph, ***or***

Draw a line through the text you want to select and wait a few seconds until the Transcriber highlights the text.

- Once the text is highlighted, write the new text that is to replace the highlighted information, ***or***

Press and hold the stylus on the selected text to display a pop-up menu. Choose **Cut, Copy, Paste** or **Clear** (delete).

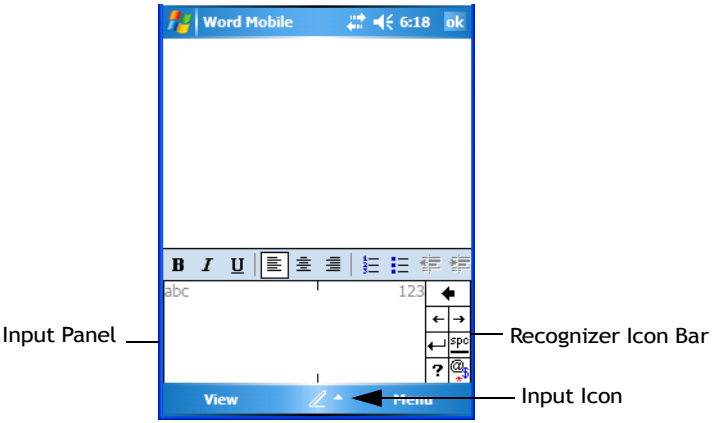
Note: You can also use the softkey bar tools or the shortcuts listed in the introductory screen to help you edit a document within the Transcriber.

4.11.3 Block Recognizer And Letter Recognizer

While the *Transcriber* attempts to recognize natural handwriting and transcribe it, *Block Recognizer* and *Letter Recognizer* attempt to teach you how to conform your handwriting to what the PDA can recognize.

Block Recognizer

- Open a document, and tap on the arrow next to the *input* icon. Choose **Block Recognizer**.

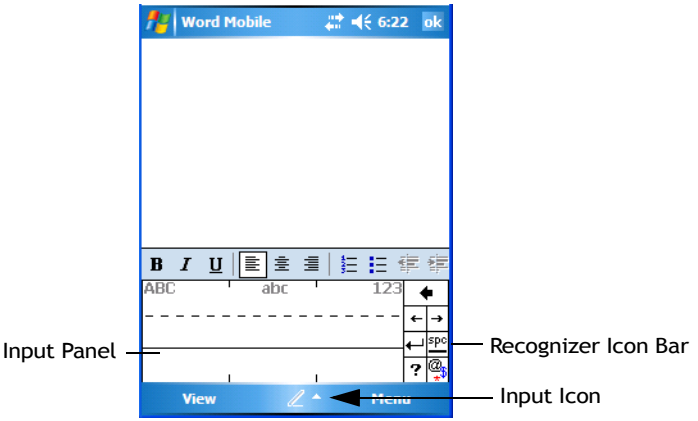


There are two points to remember when using Block Recognizer. First, limit your writing to the ***Block Recognizer input panel***–do not write in the body of the document. Second, write only ***uppercase letters*** with your stylus.

- Tap on the ? icon in the *Recognizer Icon Bar* to display the *Character Recognizer* screen. This screen provides a visual demonstration of how to enter letters that will be recognized. Tap on a character in the soft keyboard for a demonstration of how to form a recognizable letter.
- In the *Block Recognizer* panel, write letters to the left (abc) and numbers to the right (123) on the input panel. ***Remember to write using uppercase letters***–they will be printed on the screen as lowercase unless you follow the step below to create an uppercase letter.
- To create an uppercase character, draw a line straight up the ‘abc’ panel.
- Use the *Recognizer Icon Bar* to move around the screen, add spaces, special characters, and so on.

Letter Recognizer

- Open a document, and tap on the arrow next to the *input* icon. Choose **Letter Recognizer**.



There are two points to remember when using *Letter Recognizer*. First, limit your writing to the ***Letter Recognizer Input Panel***–do not write in the body of the document. Second, write only ***lowercase letters*** with your stylus.

- Tap on the ? icon in the *Recognizer Icon Bar* to display the *Character Recognizer* screen. This screen provides a visual demonstration of how to enter letters that will be recognized. Tap on a character in the soft keyboard for a demonstration of how to form a recognizable letter.
- To create an uppercase character, write a lowercase letter on the left side (ABC) of the input panel.
- To create a lowercase character, write a lowercase letter in the middle (abc) of the input panel.
- Write numbers on the right side (123) of the input panel.

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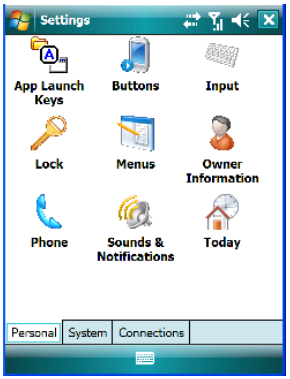
5.1 Settings

The *Settings* screen is divided into three tabs–**Personal, System** and **Connections.**

- Tap on **Start>Settings** to display this screen.

Figure 5.1 Settings Tabs



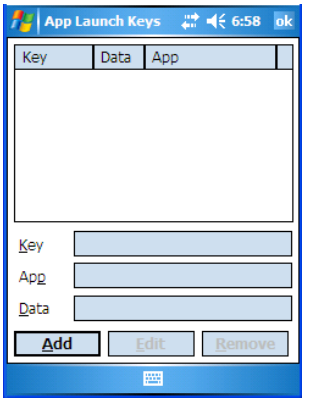
5.2 Personal Settings

The *Personal* tab allows you to tailor the general behaviour of your iKôn PDA such as defining input methods, *Start* menu options, owner information, password assignment, sound specifications, and so on.

5.3 App Launch Keys

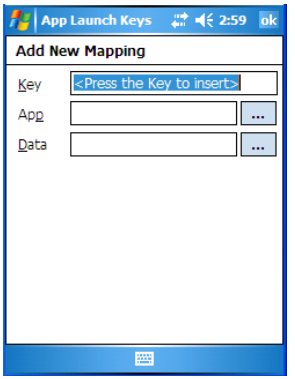
The *App Launch Keys* icon allows you to map a key to an application so that you can then launch the application from a single key-press.

- Tap on **Start>Settings**, and then tap on the **App Launch Keys** icon.



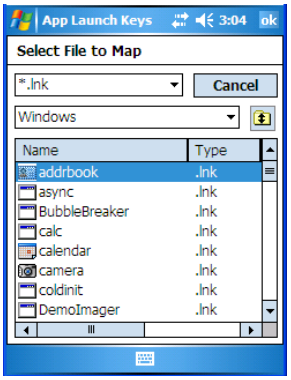
To assign an application key:

- Tap the **Add** button.



- Press the key you want to use to launch an application. (If an unsupported key is pressed, a message appears on this screen letting you know.)

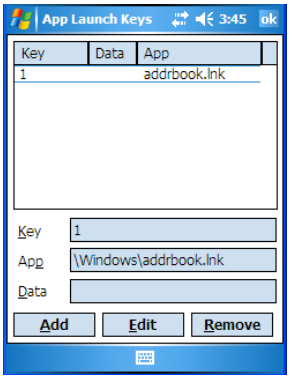
The cursor moves to the *App* field and a new screen is displayed where you can choose the application to which you want to assign the application key. If you need to, you can *Browse* through the information in your PDA until you locate the application you want to launch.



- Once you've selected the file you want to map, tap on **OK**.

The cursor moves to the *Data* field. You can use this field if you need to define special parameters to your application launch key. If you don't want to assign any parameters, you can leave the *Data* field blank. If, for example, you want to assign an application launch key to launch the *Word Mobile* application, you can leave this field blank. If you want to assign an application launch key that will open a specific document in the *Word Mobile* application, you need to browse to and choose that document while the cursor is in the *Data* field.

- Tap on **OK**.



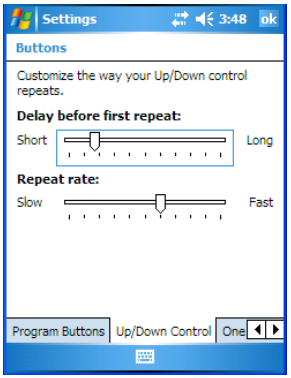
- If you need to Edit, Remove or *Add* another *App Launch Key*, you can do it from this final screen. Otherwise, tap on **OK** to save you *Application Launch Key*.
- To launch the application you chose, press the application key you assigned.

5.4 Buttons Icon

- Tap on **Start>Settings**, and then tap on the **Buttons** icon to display your options.

Note: The 'Program Buttons' option is not available on this unit.

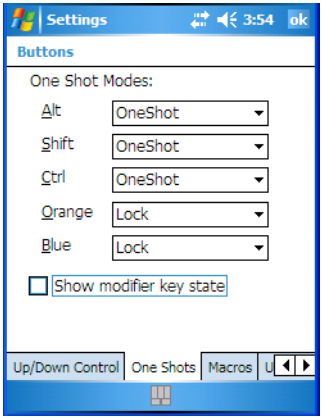
5.4.1 Up/Down Control



Sliding the *Delay before first repeat* bar to the left decreases the delay between key repeats while sliding the bar to the right increases the repeat delay time.

Sliding the *Repeat rate* bar to the left slows the rate at which a key repeats when pressed. Sliding the bar to the right increases the key repeat rate.

5.4.2 One Shots



The options in this tab allows you to determine how modifier keys on your iKôn PDA behave. For each modifier key–[ALT], [SHIFT], [CTRL], [FN/ORANGE] and [FN/BLUE]–you have the following options in the dropdown menu: Lock, OneShot, and OneShot/Lock.

Important: Once you've assigned a One Shot mode to a modifier key, you need to tap on the OK button at the top of the tab to activate your selection.

Lock

If you choose *Lock* from the dropdown menu, pressing a modifier key once locks it 'on' until you press the modifier key a second time to unlock or turn it off.

OneShot

If you choose OneShot, the modifier key remains active only until the next key is pressed.

OneShot/Lock

OneShot/Lock allows you to combine these functions. When you choose this option and you press the modifier key ***once***, it remains active only until the next key is pressed.

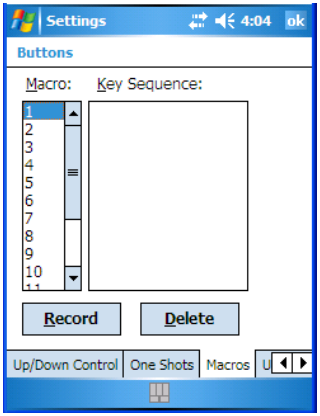
If you press the modifier key ***twice***, it is locked 'on', remaining active until the modifier key is pressed a third time to turn it 'off'.

Show Modifier Key State

When you enable *Show modifier key state*, a *shift-state indicator* icon

replaces the soft keyboard icon in the softkey bar at the bottom of the screen. When a modifier key is pressed, a square in this icon is highlighted. A 'locked' modifier key is displayed in the *shift-state indicator* icon with a black frame around it.

5.4.3 Keyboard Macro Keys



A macro has 20 programmable characters (or "positions"). The macro keys can be programmed to replace frequently used keystrokes, along with the function of executable keys including [ENTER], [BKSP] and [DEL] ([FN/BLUE]-[BKSP]), function keys, and arrow keys.

Recording And Saving A Macro

You can program up to 15 macro keys.

- In the *Macro* menu, highlight a macro key number–for example, macro 1 to assign a macro to macro key [M1]. Tap on the **Record** button.

A *Record Macro* screen is displayed.

- Type the macro sequence you want to assign to the Macro key. You can type text and numbers, and you can program the function of special keys into a macro.
- When you've finished recording your macro sequence, tap on the **Stop Recording** button.

A new screen–*Verify Macro*–displays the macro sequence you created.

- Tap on the **Save** button to save your macro. Your macro key sequence is listed in the *Macro* screen.
- Tap on **OK** to save your macro key assignment.

Executing A Macro

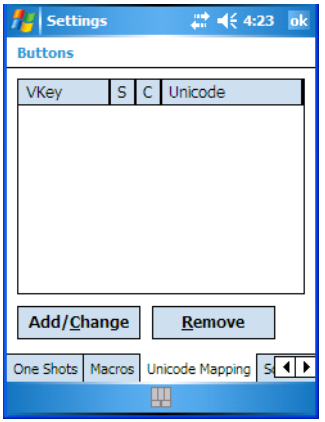
- Press the macro key to which you've assigned the macro. For example, if you created a macro for macro key '1', press [M1] ([FN/ORANGE][O]) to execute the macro.

Deleting A Macro

- In the *Macros* tab, highlight the macro number you want to delete.
- Tap on the **Delete** button.

5.4.4 Unicode Mapping

- Tap on the **Unicode Mapping** tab to display this screen.



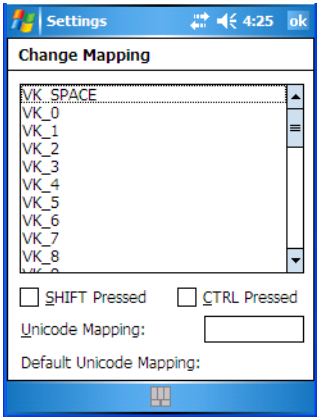
The *Unicode Mapping* tab is used to map combinations of virtual key values and [CTRL] and [SHIFT] states to Unicode™ values. This tab shows the configured Unicode character along with the Unicode value. For example, “a (U+0061)” indicates that the character “a” is represented by the Unicode value “0061”, and so on. Keep in mind that Unicode configurations are represented as hexidecimal rather than decimal values.

All user-defined Unicode mappings are listed in the *Unicode Mapping* tab in order of virtual key value, and then by order of the shift state. If a Unicode mapping is not listed, the Unicode mapping is mapped to the default Unicode value.

Adding And Changing Unicode Values

Important: Changes to Unicode mappings are not saved until you exit the Unicode Mapping tab by tapping on [OK].

- Tap on the **Add/Change** button.



- Highlight a value in the Unicode mapping list.
- Position the cursor in the **Unicode Mapping** field, and type a Unicode value for the highlighted key.

Note: To add a shifted state–[SHIFT] and/or [CTRL], tap on the checkbox next to 'SHIFT Pressed' and/or 'CTRL Pressed'.

Removing Unicode Values

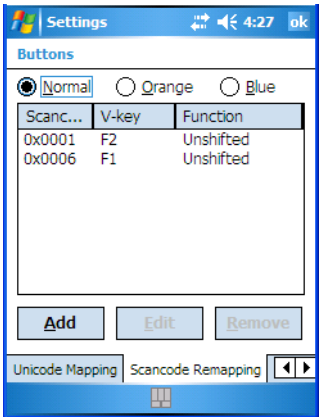
- In the *Unicode Mapping* tab, highlight the item you want to delete, and tap the **Remove** button.

5.4.5 Scancode Remapping

A scancode is a number that is associated with a physical key on a keyboard. Every key has a unique scancode that is mapped to a virtual key, a function, or a macro. Scancode Remapping allows you to change the functionality of any key on the keyboard. A key can be remapped to send a virtual key (e.g. VK_F represents the 'F' key; VK_RETURN represents the [ENTER] key, etc.), perform a function (e.g. turn the scanner on, change volume/contrast, etc.) or run a macro.

There are three different tables of scancode mappings: the Normal table, the Blue table and the Orange table. The *Normal* table defines unmodified key presses; the *Blue* table defines key presses that occur when the [FN/BLUE] modifier is on; the *Orange* table defines key presses that occur when the [FN/ORANGE] modifier is on. The default mappings of these

scancodes can be overwritten for each of these three tables using the Scancode *Remapping* tab.



The first column in the *Scancode Remapping* tab displays the Scancodes in hexidecimal. If the scancode is remapped to a virtual key, that virtual key is displayed in the next column labelled ‘V-Key’. A virtual key that is ‘Shifted’ or ‘Unshifted’ is displayed in the third column labelled ‘Function’.

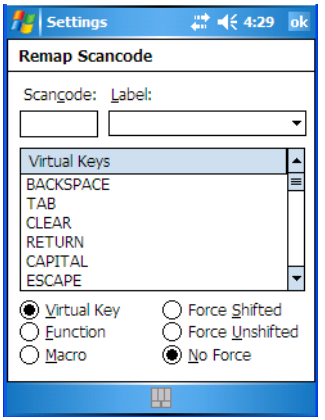
If the scancode is remapped to a function or a macro, the first and second columns remain blank while the third column contains the function name or macro key number (e.g., Macro 2).

Adding A Remap

To add a new remapping:

- Tap the **Add** button at the bottom of the dialog box.

The *Remap Scancode* dialog box is displayed.



- Type the scan code in hexidecimal in the field labelled **Scancode**.

Note: The 'Label' field displays the default function of the scancode you are remapping.

Virtual Key, Function And Macro

The radio buttons at the bottom of the dialog box allow you to define to what the scan code will be remapped to: Virtual Key, Function or Macro.

When *Virtual Key* is selected, you can choose to force [SHIFT] to be on or off when the virtual key is sent. If No Force is selected, the shift state is dependent on whether the shift state is on or off at the time the virtual key is sent.

When *Function* is selected, a list of valid functions appears in the dialog box.

When *Macro* is selected, the macro keys available on your unit are listed in the dialog box.

- Choose **Virtual Key>Function** or **Macro**.
- Choose a function from the *Function list*, and tap on **OK**.

Editing A Scancode Remap

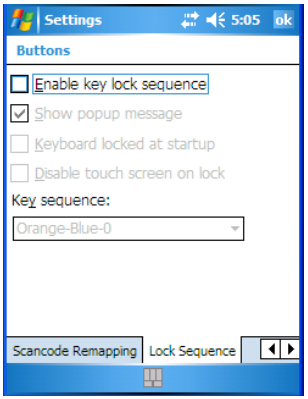
- In the *Scancode Remapping* tab, tap on the remap you want to edit.
- Tap on the **Edit** button, and make the appropriate changes.
- Tap on **OK** to save your changes.

Removing A Remap

- In the *Scancode Remapping* tab, highlight the scancode you want to delete, and tap on the **Remove** button.
- Tap on **OK**.

5.4.6 Lock Sequence

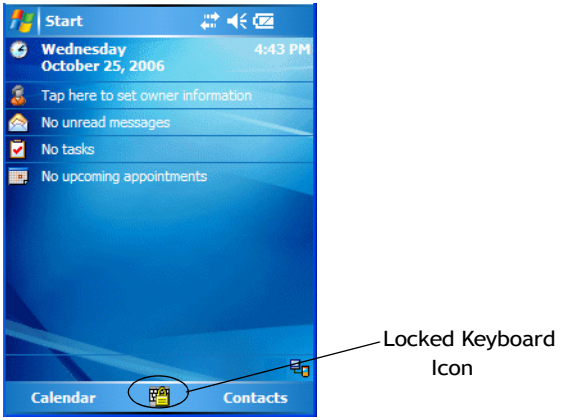
The *Lock Sequence* tab allows you to lock the PDA keyboard to prevent keys from being pressed accidentally when, for example, the unit is inserted in a holster.



- To lock the keyboard, tap in the checkbox next to *Enable key lock sequence*.
- Tap in the checkbox next to *Keyboard locked at startup*.
- In the *Key sequence* dropdown menu, choose the key sequence you need to type to unlock the keyboard.

Note: It is useful to leave the 'Show popup message' enabled (default) so that anyone attempting to use the iKôn PDA keyboard will see the key sequence they will need to enter to unlock the keyboard displayed on the screen.

A *locked keyboard* icon is displayed in the softkey bar when the keyboard is locked.



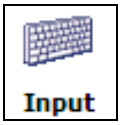
- Type the key sequence to unlock the keyboard.

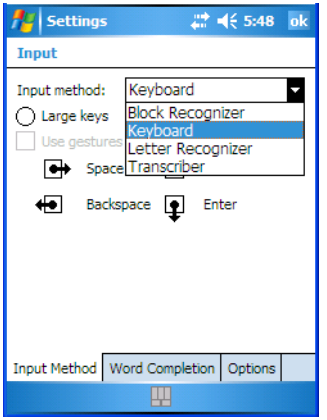
5.5 Input

The *Input* icon provides access to text input options you can use to tailor the soft keyboard, block recognizer, letter recognizer and transcriber along with voice recording options.

5.5.1 Input Method Tab

- Tap on **Start>Settings** and then on the **Input** icon to display your options.





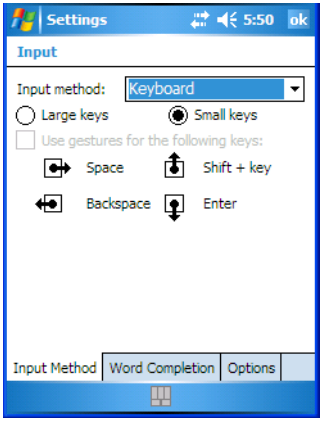
A dropdown menu next to *Input method* allows you to tailor your methods of input–*Block Recognizer, Keyboard, Letter Recognizer* and *Transcriber*.

Block Recognizer

Block Recognizer teaches you how to conform your handwriting to what the PDA can recognize.

Important: Refer to "Block Recognizer And Letter Recognizer" on page 74 for additional details.

Keyboard Options



This screen is displayed when you choose *Keyboard* in the *Input method* drop-down menu. You can use it to customize the soft keyboard. You can choose *Large Keys* or *Small Keys* to increase or decrease the size of the keys displayed on the soft keyboard.

If you enable *Use gestures for the following keys*–these keys are removed from the soft keyboard. Gestures are handwriting shortcuts for the keyboard keys.

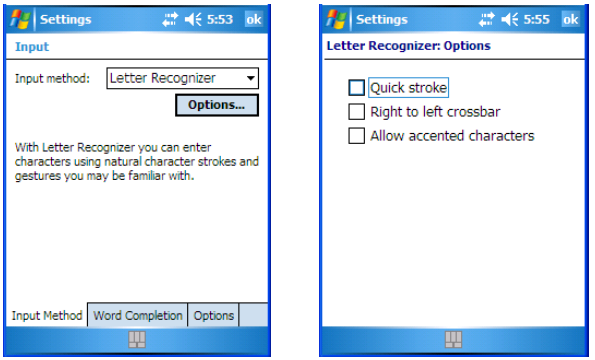
Letter Recognizer Options

Letter Recognizer teaches you how to conform your handwriting to what the PDA can recognize.

Important: Refer to "Block Recognizer And Letter Recognizer" on page 74 for additional details.

To display additional letter recognition options, tap on the **Options** button in the *Letter Recognizer* screen.

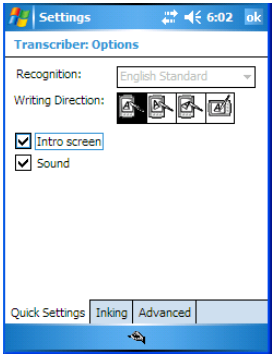
Figure 5.2 Letter Recognizer Quick Settings



These options allow the *Letter Recognizer* to better interpret any specialized strokes and accents you may wish to use.

Transcriber Options

When you choose *Transcriber* as the input method, three tabs of options are available to you–*Quick Settings, Inking* and *Advanced*.

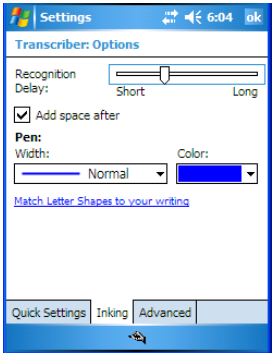


Quick Settings

The *Quick Settings* tab allows you choose the writing direction–the icons indicate direction. In addition, you can choose to enable or disable the display of the Intro screen and the sound each time you launch the *Transcriber*.

Inking

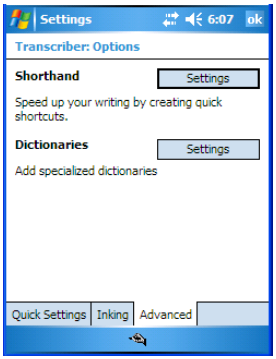
In the *Inking* tab, you are presented with a number of options. *Recognition Delay* allows you to determine the time delay between writing something on the *Transcriber* screen and its recognition into printed text.



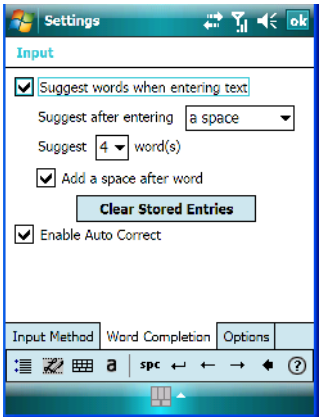
Enabling *Add space after* automatically adds a space after each word you write. The *Pen* option allows you to choose the line *Width* and *Colour*. Finally, tapping on *Match Letter Shapes to your writing* displays a screen in which you can learn how to form letters to help the PDA to recognize the most often used characters.

Advanced

In this tab, *Shorthand* allows you to create a shortened word that the *Transcriber* will recognize and expand into a complete word automatically. You can also insert data such as a date or run a program.

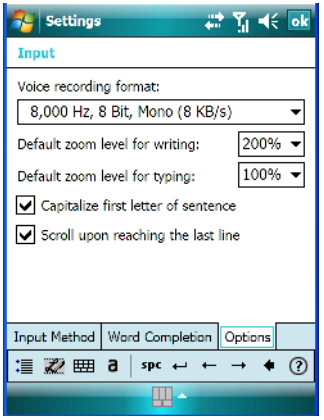


5.5.1.1 Word Completion



This tab speeds the writing process regardless of the input method chosen. When you begin entering a word, this option displays what it assumes is the complete word, saving you having to type the word in its entirety. You can also tailor how and when you want word suggestions made.

5.5.2 Options-Additional Choices

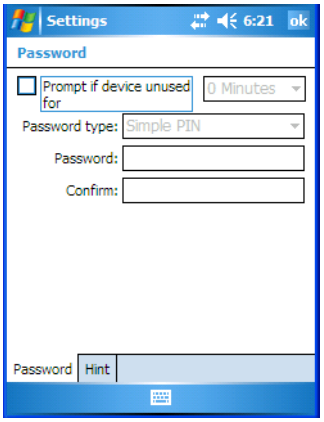


This tab offers a few choices including choosing a voice recording format, zoom percentage for writing and typing, automatic capitalization of the first letter in a sentence and automatic scrolling when you've reached the bottom of the screen.

5.6 Lock

To protect the data stored in your iKôn PDA, you can assign a password that must be entered each time the unit is switched on.

- Tap on **Start>Settings**, and then tap on the **Lock** icon.



It is critical that you store your password in a safe place. If you forget it, a 'clean start' must be performed by certified Psion Teklogix personnel. A clean start returns the PDA to factory settings. Only the data stored in a CF or SD memory card are preserved.

- Tap in the checkbox next to *Prompt if device unused* to turn on password protection.
- Choose the amount of time that the unit can remain idle before you are prompted to enter your password.
- In the *Password type* dropdown menu, choose the type of password you prefer to assign. *Simple PIN* allows you to enter a minimum of four numeric characters. *Strong alphanumeric* requires a minimum of 7 characters and must contain at least three of the following: uppercase and lowercase alpha characters, numbers and punctuation.
- Tap on the **Hint** tab to enter a word or phrase that will remind you of your password. The iKôn PDA will display the hint after the wrong password is entered five times.
- Tap on **OK**. A dialog box asks whether or not you want to save you password settings. Tap on **YES** to save your password assignment.

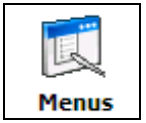
5.7 Menus

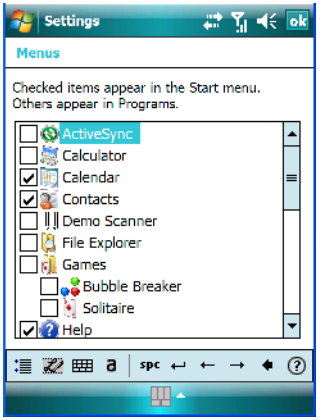
The *Menus* icon allows you to display options to customise the *Start Menu*.

- Tap on **Start>Settings** and then tap on the **Menus** icon.

5.7.1 Start Menu Tab

This tab allows you to define the items that will be listed in your *Start* menu.



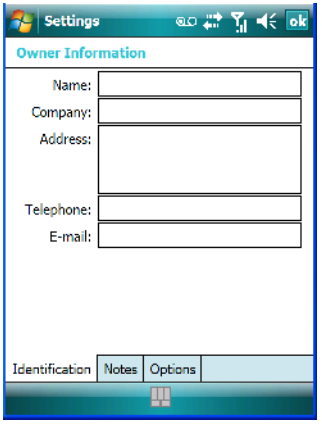


- In the *Start Menu* dialog box, tap on the items you want to appear in your *Start* menu.

The checked items will be listed in your *Start* menu.

5.8 Owner Information

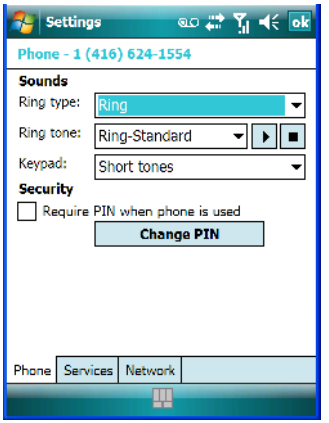
Tapping on *Start>Settings* and then tapping on the *Owner Information* icon allows you to add your personal information to the iKôn PDA. Some of this information will be displayed in the desktop *Today* screen.



Important: Refer to "Ownership Information" on page 56 for details about this option.

5.9 Phone (Windows Mobile 6 Professional Only)

Tapping on *Start>Settings* and then tapping on the *Phone* icon allows you to adjust phone settings such as the ring type and tone, choose phone services such as barring calls, and you can also determine network selections.



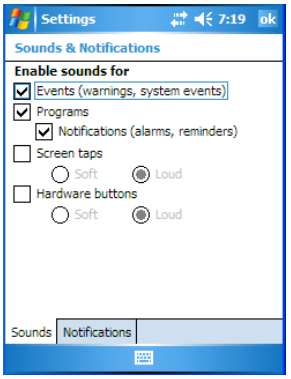
Important: Refer to "Managing Phone Settings" on page 24 for details about this option.

5.10 Sound & Notifications

The *Sounds & Notifications* icon allows you to specify when your iKôn PDA will emit sounds.

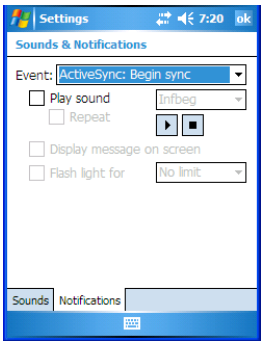
5.10.1 Sounds

- Tap on **Start>Settings** and then tap on the **Sounds & Notifications icon** to display this dialog box.



- Tap in the checkboxes and radio buttons to enable the event(s) that will cause your unit to emit a sound.

5.10.2 Notifications



This tab allows you to determine how you are notified about different events.

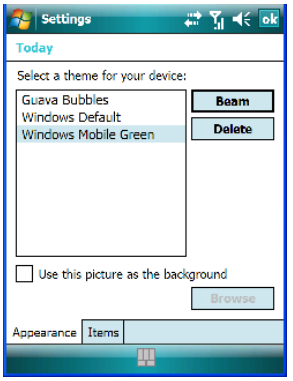
- Choose an event from the *Events* drop-down menu.
- Choose the type of reminder–a special sound, a message or a flashing light –from the dropdown menu next to *Play sound*.

5.11 Today Screen

This option allows you to tailor the appearance of the *Today* screen– the desktop screen.

- Tap on **Start>Settings**, and then tap on the **Today** icon.

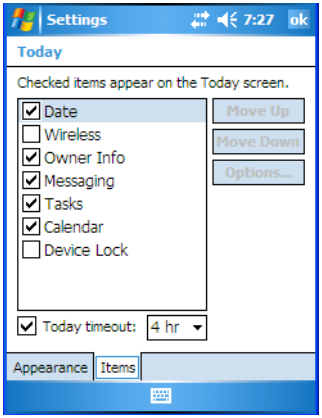
5.11.1 Appearance



This screen allows you to customize the background displayed on the *Today* screen.

- Choose the background you want to use from the list.

5.11.2 Items



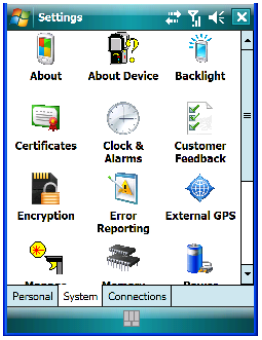
This tab allows you to choose and to sort the item(s) that you want listed in the *Today* screen.

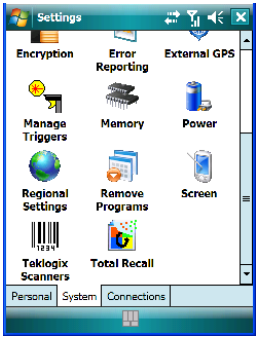
- Tap in the checkbox to the left of the item(s) you want displayed in the *Today* screen.
- To rearrange the list of items, highlight the item you want to move up or down and tap on the **Move Up** or **Move Down** button. Keep in mind that the *Date* cannot be moved.

5.12 System Tab Settings

To display the icons grouped in the *System* tab:

- Tap on **Start>Settings**, and tap on the **System** tab.





5.13 About

Tapping on *Start>Settings>System* tab, and then the *About* icon displays a grouping of tabs that provide device information.

Version Tab

This tab outlines the Windows Mobile 6 version, processor information, memory size and a description of the expansion card, if one is in use.

Device ID Tab

This tab provides fields in which you can assign a Device name and Description (optional) for the iKôn PDA. This name is used by the iKôn PDA to identify itself to other devices.

Keep in mind that this must be a unique name across a network. If you are unable to connect to a network because another device with the same name is already connected, you'll need to assign a new name here.

Copyrights

The *Copyright* tab lists the copyright information for the software loaded on your iKôn PDA.

5.14 About Device ??

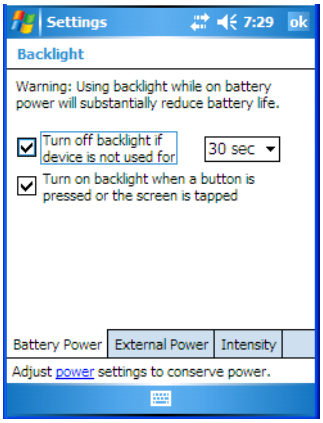
Tapping on the *About Device* icon under *Settings>System* tab provides access to three tabs related to your iKôn PDA. The *Properties* tab lists hardware information related to your iKôn PDA. The *Copyrights* tab lists the copyrights that apply to your PDA. The *Experience* tab allows you to choose a category to help you define your Experience. These categories include Microsoft settings, Psion Teklogix settings and create Custom settings in a drop-down menu. Each category contains a group of default settings. If you change a default setting, the category is automatically changed to *Custom settings.*

5.15 Backlight

- Tap on **Start>Settings**, then tap on the **Backlight icon**. Tap on the **System tab**.

Tapping on the *Backlight* icon allows you to determine the power properties of the iKôn PDA.

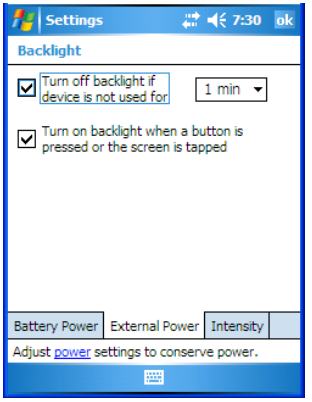
5.15.1 Battery Power



This tab allows you to tailor the iKôn PDA backlight behaviour to best preserve battery life.

- To define how long the backlight should stay on when the iKôn PDA is not in use, tap in the checkbox to the left of **Turn off backlight if device is not used for.**
- Tap on the dropdown menu, and choose the number of seconds or minutes the backlight will remain on when the PDA is idle.
- To **Turn on backlight when a button is pressed or the screen is tapped**, tap in the checkbox to the left of this option.

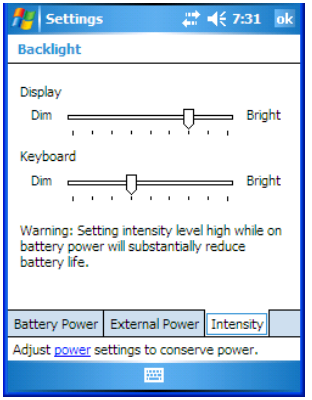
5.15.2 External Power



This tab determines the behaviour of the backlight when the PDA is using external rather than battery power.

Important: Refer to "Battery Power" on page 109 for details about these options.

5.15.3 Intensity



This tab is used to adjust the light intensity of the display backlight and the keyboard backlight. Sliding the bar to the left lowers the light intensity, and sliding it to the right raises the intensity.

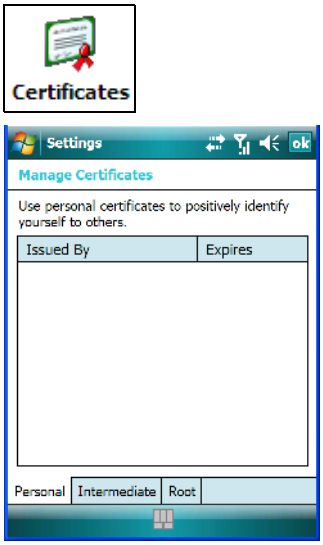
5.16 Certificates

A public key is transmitted as part of a certificate. The certificates listed in the *Certificates* tabs ensure that the submitted public key is, in fact, the public key that belongs to the submitter. The PDA checks that the certificate has been digitally signed by a certification authority that the PDA explicitly trusts.

Your iKôn PDA has certificates already preinstalled in the unit. *Personal* certificates establish your identity, *intermediate* certificates, as the name suggests, identifies intermediate certification authorities and root certificates establish the identity of the servers with which you can connect.

- Tap on **Start>Settings**, and then tap on the **System** tab.
- Tap on the **Certificates** icon.

Personal Tab

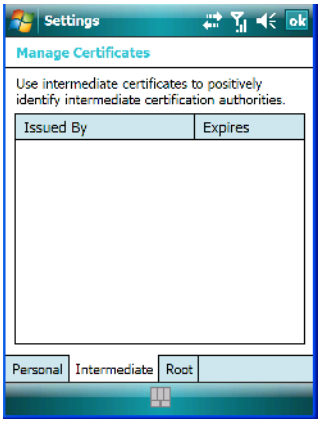


The Personal tab lists the name of the certificate issuer and the expiration date.

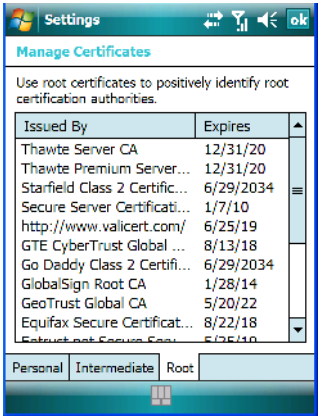
- To view additional information about a personal certificate, tap on a certificate in the list.
- To delete a certificate, tap and hold the stylus on the item you want to delete until a pop-up menu is displayed. Tap on the **Delete** command.

Intermediate Certificates

The items in this list help identify intermediate certification authorities.



Root Certificates



- To view details about a certificate—who issued the certificate, to whom it was issued, the issue date and the expiry date—tap on a certificate in the list.
- To delete a certificate, tap and hold the stylus on the certificate you want to delete.
- In the pop-up menu, tap on the **Delete** command.

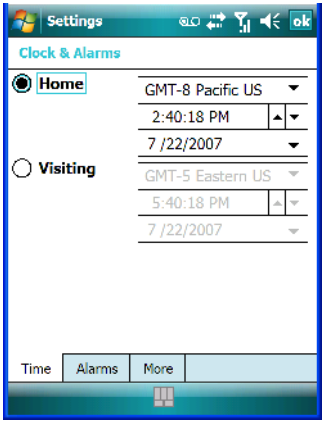
5.16.1 Choosing A Certificate

Normally, certificates already configured for your network are chosen automatically by the iKôn PDA. If a certificate cannot be chosen automatically, you must choose it from the *Certificates* list.

- To choose a certificate, tap the desired certificate. Your iKôn PDA will connect automatically.

5.17 Clock & Alarms

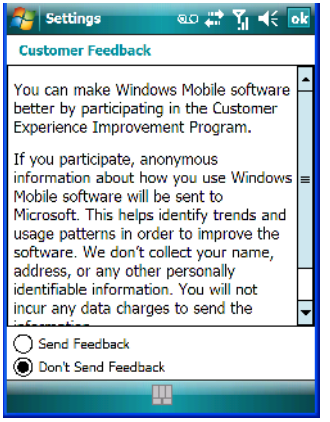
Located under *Start>Settings>System* tab, the *Clock & Alarm* icon allows you to set the current date and time, and it allows you to set up to three alarms.



Important: Refer to "Today's Date, Clock And Alarm" on page 54 for details about setting up these options.

5.18 Customer Feedback

Tapping on *Start>Settings*, and then tapping on the *System* tab followed by the *Customer Feedback icon* allows you to send your feedback to a Microsoft 'Customer Experience Improvement Program'.



5.19 Encryption

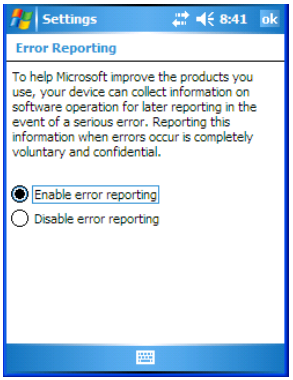
This option allows you to encrypt the data on your storage card.

- Tap on **Start>Settings>System tab>Encryption icon.**

5.20 Error Reporting

Error Reporting allows you to enable or disable Microsoft error reporting prompts.

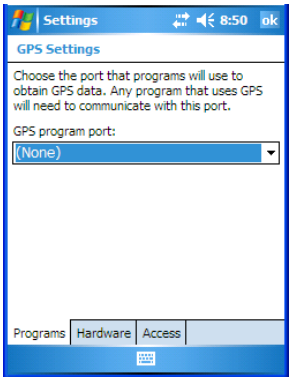
- Tap on **Start>Settings**. Tap on the **System tab** followed by the **Error Reporting** icon.



5.21 External GPS (Global Positioning System)

With a *Global Positioning System* (GPS) receiver, you can locate your exact position on a map. However, even without a GPS receiver, several different mapping programs can run on your PDA.

- Tap on **Start>Settings>System tab>External GPS icon.**



- Tap on the *GPS program port* dropdown menu and choose the communication (COM) port that the GPS software will use to communicate with the GPS receiver.

Note: Your iKôn PDA may automatically detect the GPS receiver that you are using and enter the settings in the Hardware tab. If not, you'll need to enter this information yourself. You can find this information in the user manual of the GPS receiver.