WORKABOUT PRO

(Model Numbers 7527 C G2 & 7527 S G2)

Hand-Held Computer With Windows CE 5.0 User Manual

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ISO 9001 Certified
Quality Management System

PSION TEKLOGIX

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1.1 About This Manual

This manual describes how to configure, operate and maintain the Psion Teklogix WORKABOUT PRO hand-held computer.

Chapter 1: Introduction
provides a basic overview of the WORKABOUT PRO hand-held.

Chapter 2: Basic Checkout
describes the steps required to get the WORKABOUT PRO ready for operation, including setting up your RA2041 802.11b/g radio. This chapter also describes how to use the phone dialer.

Chapter 3: Getting To Know Your WORKABOUT PRO
describes the WORKABOUT PRO features and outlines how to charge and maintain the battery. This chapter also provides a description of the keyboard, how to navigate in Microsoft Windows CE 5.0, and so on.

Chapter 4: Working With Windows CE 5.0
describes the Microsoft Windows CE 5.0 desktop and how to use it. This chapter also outlines the basics of moving around a Windows CE 5.0 window, selecting and opening icons, files, folders and working with a Windows dialog box.

Chapter 5: Configuration
describes the Windows CE 5.0 Control Panel and how to use it to configure the WORKABOUT PRO, along with the scanners attached to the hand-held, and so on.

Chapter 6: Peripheral Devices & Accessories
describes the peripherals and accessories available for your WORKABOUT PRO hand-held.

Chapter 7: Specifications
lists radio, hand-held computer and battery specifications.

Appendix A: Port Pinouts
describes the WORKABOUT PRO pinouts

Appendix B: Summit Client Utility (SCU) For Model RA2041
provides detailed descriptions of the SCU tabs.

1.2 Text Conventions

Note: *Notes highlight additional helpful information.*

Important: ***These statements provide particularly important instructions or additional information that is critical to the operation of the equipment.***

Warning: ***These statements provide critical information that may prevent physical injury, equipment damage or data loss.***

1.3 WORKABOUT PRO Features

Important: ***For all safety, regulatory and warranty information, refer to the 'WORKABOUT PRO Hand-Held Computer Regulatory & Warranty Guide', PN 8000126.***

The WORKABOUT PRO is a ruggedized hand-held personal computer, running the Microsoft Windows CE 5.0 operating system. It is intended for use in commercial and light industrial applications with a focus on real time wireless data transactions. All possible bar code input methodologies are supported by one of a variety of scanners available. Optimization for specific operational environments is supported with a wide range of peripheral options and carrying accessories.

Note: *For complete hand-held computer specifications, refer to "WORKABOUT PRO Specifications" on page 239.*

Model Variants

- WORKABOUT PRO C – Model 7527C-G2
- WORKABOUT PRO S – Model 7527S-G2

Platform

- PXA270 @ 520 MHz, 32 bit RISC CPU
- 128 MB flash, 128 MB RAM

Operating System

- Microsoft® Windows® CE 5.0

Multi-Media Chipset

- NVIDIAGoForce 4000 Multi-Media Processor

Real-Time Clock

- CPU independent RTC capable of maintaining the system date and time for at least 3 months with a fully charged backup battery

User Interface

- Color Touch Screen Display 3.6 in.(9.144 cm) diagonal
  - Full VGA 480x640 resolution
  - Transflective, portrait mode TFT
  - Adjustable Backlight
- Touchscreen
  - Passive stylus or finger operation
  - Signature capture
- Keyboards
  - Full Alpha-Numeric (C model)
  - Numeric (S model)
  - Ergonomically enhanced for ambidextrous, one-hand operation
  - Backlit, high durability hard-capped keys

Wireless Communication

Optional expansion modules for:

- 802.11b/g (via Compact Flash) operating in the 2.4GHz band:
  - Supports IEEE 802.11b data rates of 1,2,5.5 and 11Mbps using Direct Sequence Spread Spectrum (DSSS).
  - Supports IEEE 802.11g data rates of 6,9,12,24,36,48 and 54Mbps,using Orthagonal Frequency Division Multiplexing (OFDM) base band modulation

Note: *802.11b/g, GSM, and Bluetooth are available simultaneously.*

1.3.2 The WORKABOUT PRO S Hand-Held

Figure 1.2 WORKABOUT PRO S With 25-Key Keyboard

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2.1 Preparing The WORKABOUT PRO For Operation

2.1.1 The Main Battery

Warning: ***Before charging the battery, it is critical that you review the battery safety guidelines in the "WORKABOUT PRO Hand-Held Computer Warranty & Regulatory Guide", PN 8000126.***

The WORKABOUT PRO C and WORKABOUT PRO S can be powered with one of the following lithium-ion battery packs:

- High-Capacity – Model No. WA3006, and
- Super High-Capacity – Model No. WA3010

2.1.1.1 Charging The Main Battery

Important: ***Before opening the battery cover on your WORKABOUT PRO, press [FN/BLUE] [ENTER] to turn off the hand-held. When the battery cover is removed, a power-off switch is automatically activated and the unit power is switched off; if the battery cover is opened while the hand-held is still powered on, the unit may reboot.***

Battery packs shipped from the factory are charged to approximately 40% and must be fully charged prior to use. Batteries can be charged using a variety of chargers and docking stations along with a WORKABOUT PRO internal charger. When using the internal charger, a suitable power source is required. All chargers and docking stations are described in *Chapter 6: Peripheral Devices & Accessories* beginning on page 205.

Note: *If you are powering up a new unit, a warning message may appear on the screen indicating that the backup battery capacity is low. To recharge the internal battery, you must fully charge the WORKABOUT PRO with the main battery installed in the unit.*

2.1.2 The Backup Battery

To preserve data stored in your WORKABOUT PRO while you swap the main battery, the unit is equipped with a backup battery—a replaceable, rechargeable Lithium-Ion backup battery that can be ordered through Psion Teklogix. The backup battery will supply 5 minutes of continuous power while you install a charged, main battery.

The backup battery is trickle charged from the main battery. Provided that the main battery contains power, the backup battery will maintain a charge whether the WORKABOUT PRO is switched on or off, in a docking station or in a cradle. Even when the main battery reaches its *Suspend Threshold* (refer to "Suspend Threshold" on page 100) and the hand-held shuts down, the backup battery will continue to draw a trickle charge from the main battery to protect the data stored in the unit until a charged main battery is installed.

Note: *The backup battery takes approximately 3 to 4 hours to fully charge from a fully discharged (flat) state, generally the same amount of time it takes to fully charge the main battery. While you can continue to use the WORKABOUT PRO, replacing the main battery while the backup battery is not fully charged is not recommended because you risk losing the data stored on the unit.*

2.2 Turning The WORKABOUT PRO On And Off

2.2.1 Installing The Battery And Switching The Unit On

Important: ***Press [FN/BLUE] [ENTER] to turn off the hand-held before opening the battery cover on your WORKABOUT PRO. When the battery cover is removed, a power-off switch is automatically activated switching the unit off; if the battery cover is opened while the hand-held is still powered on, the unit may reboot.***

- To unlock the battery cover, turn the left-hand battery fastener to the left, and turn the right-hand battery fastener to the right.
- Remove the battery cover.
- Ensure that the ON/OFF switch in the battery compartment is set to ON before inserting the battery.

- Snap the *charged* battery into the unit. Replace the battery cover, and lock the fasteners in place.

Note: *If you are using a docking station or an external power supply, you can insert an uncharged battery and switch it on.*

To switch on the WORKABOUT PRO:

- Press and hold down the [ENTER] key for at least one second.
- When the LED flashes green, release the [ENTER] button.

The desktop screen is displayed.

Note: *If the unit was already in use—the unit may be off (suspend state)—pressing [ENTER] 'wakes' the unit from this state. The screen in which you were working prior to the suspend state is displayed. describes how you can assign other 'wakeup' keys or enable a two-key 'power on' sequence.*

2.2.2 Switching The Unit Off (Suspend)

- Press the [FN/BLUE] key, and then press [ENTER].

2.3 Calibrating The Touchscreen

Note: *Keep in mind that the touchscreen function can be turned off (see "Touch" on page 104).*

The WORKABOUT PRO touchscreen is factory-calibrated and ready-to-go; however, over time the touchscreen operating parameters may change, and it may need to be recalibrated for correct operation. Refer to "Calibrating The Touchscreen" on page 41 for details.

2.4 Configuring The Summit RA2041 802.11b/g

Psion Teklogix supports an 802.11b/g Compact Flash (CF) wireless LAN radio card, model number RA2041. It is a Direct Sequence Spread Spectrum radio.

If you're unit is equipped with an *RA2041 CF radio*, follow the steps under "Summit Client Utility (SCU) For Model RA2041" to set up this type of radio for communication with a wireless LAN.

2.4.1 Summit Client Utility (SCU) For Model RA2041

This section describes the *Summit Client Utility (SCU)*. The *SCU* provides the utilities you will need to configure the Summit 802.11b/g Compact Flash radio module, model number RA2041 so that it can communicate through a wireless LAN effectively and securely.

2.4.2 Assigning The IP Address

Before launching the *SCU*, you need to configure how the IP address will be obtained. If your network is not using a DHCP server, you will need to assign an IP address.

1. Tap on **Start>Settings>Network and Dial-up Connections.** (If the *Start Menu* isn't displayed in the taskbar, press [FN/BLUE] [0] to display it**.)**

   If you're using the keyboard, press [FN/BLUE] [0] to display the *Start Menu*. Use the [DOWN] arrow key to highlight *Settings*. Press the [RIGHT] arrow key to display the sub-menu. Highlight *Network,* and press [ENTER].

2. Choose the **Summit WLAN Adapter** icon to open the *802.11b/g Wireless LAN Settings* window. In Figure 2.1, this icon is labelled ***SDCCF10G1***.

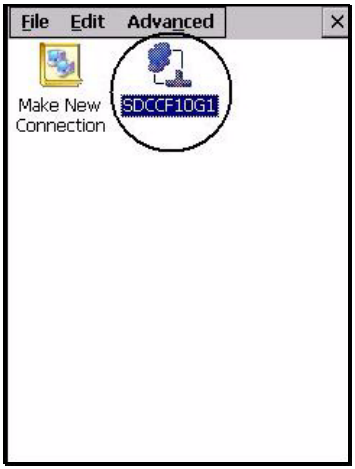


Figure 2.1 Summit WLAN Adapter Icon

The *Summit WLAN Adapter Settings* menu is displayed (In this screen shown as the *SDCCF10G1* menu).

3. Tap on the **IP Information** tab.

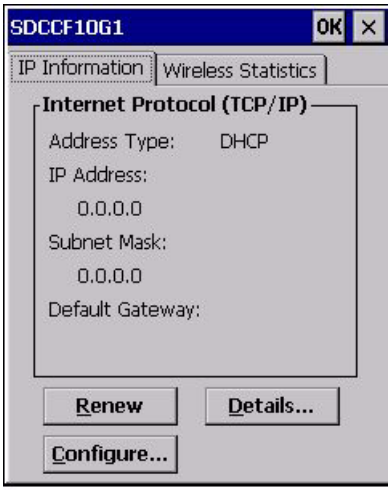
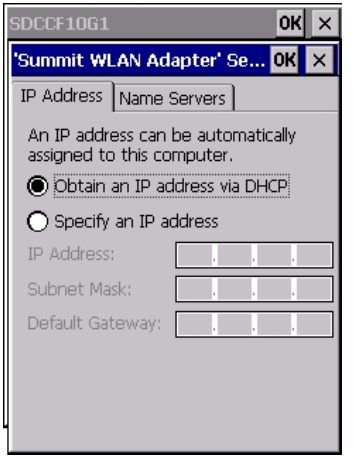


Figure 2.2 IP Information Tab

Note: *Choosing the Renew button forces the WORKABOUT PRO to renew or find a new IP address. This is useful if, for example, you are out of communication range for a longer period of time and your WORKABOUT PRO is dropped from the network.*

4. To define a static IP address, tap on the **Configure** button. The *Summit WLAN Adapter Settings* menu provides two options:

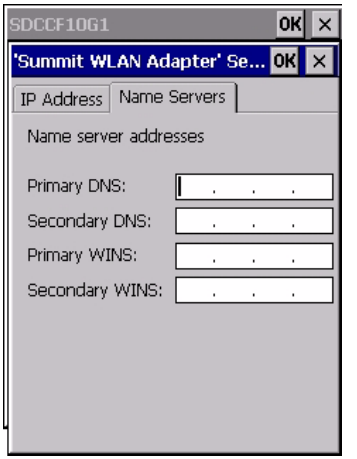
   - Tap on **Obtain an IP address via DHCP** to have an address assigned automatically, or
   - If you want to use a particular IP address, tap on **Specify an IP address**, and type the preferred address as well as the *IP, Subnet Mask* and *Default Gateway* addresses in the appropriate fields. Tap **OK** to save your information.



2.4.3 Name Servers Tab

Note: *If DHCP is enabled, name server addresses are assigned automatically.*

- In the *SDCCF10G1* window, display the **IP Information** tab.
- In the *Summit WLAN Adapter Settings>IP Information* tab, tap on the **Configure** button.
- Display the **Name Servers** tab.



The DNS and WINS fields in the **Name Servers** tab allow you to specify additional WINS and DNS resolvers. The format for these fields is ###.###.###.###.

SCU

2.4.4 Using The SCU To Connect To The WLAN

This section provides a quick set of steps to create a profile (referred to as a "config"). Detailed information about each of the SCU tabs—*Main*, *Config*, *Status*, *Diags* and *Global Settings*—is provided in *Appendix C: Summit Client Utility (SCU) For Model RA2041*. To launch the *SCU* so that your WORKABOUT PRO can connect to a wireless LAN:

- Tap on **Start>Programs>Summit**, and then tap on the **SCU** icon.

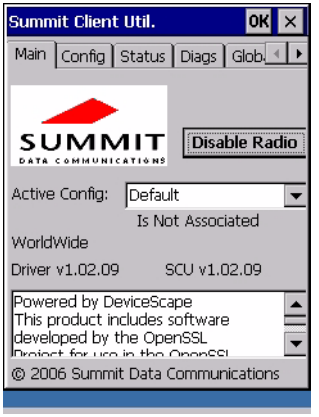


Figure 2.3 SCU Main Tab

- Tap on the **Config** tab.

Figure 2.4 SCU Config Tab

- Tap on the **New** button to define a new *config*.
- Type a name for your configuration using any alpha-numeric combination to uniquely identify this *config*.
- Tap on **OK** to return to the *Config* tab.
- Tap on **Commit** to save the *config* name.
- When a pop-up message indicates that your configuration will be saved, tap on **OK**.

2.4.4.1 SSID

To configure the *SSID* for the network to which you want to associate:

- Type an **SSID** in the text box to the right of *SSID*. This field is limited to 32 characters.
- Tap on **Commit** and then, in the pop-up message, tap on **OK** to save your SSID setting.

Important: ***To learn more about the other options available in the radio attributes list, refer to Appendix C, page C-2***

2.4.4.2 EAP Type

- Tap on the **EAP type** drop-down menu, and choose the appropriate type of authentication—*LEAP*, *EAP-FAST*, *PEAP-MSCHAP*, and *PEAP-GTC*.
- Next, tap on the **Credentials** button, and type credentials for IEEE 802.1X EAP types.

Important: ***Refer to*** *Appendix C: Summit Client Utility (SCU) For Model RA2041*, ***page C-4 for details about security settings. Additional EAP details are described in "EAP Credentials" on page C-6.***

2.4.4.3 Encryption

- Tap on the **Encryption** drop-down menu, and choose the appropriate type of encryption—*Manual WEP*, *Auto WEP*, *WPA PSK*, *WPA TKIP*, *WAP2PSK*, *WAP2 AES*, and *CCKM TKIP*.

If you choose *Manual WEP*, *WPA PSK* or *WPA PSK*:

- Tap on the **WEP/PSK** Keys button. For *Manual WEP*, choose up to four static WEP keys. For *PSK*, type an ASCII passphrase or hex PSK.

- Configure any other settings that are supplied by the network administrator for the *SSID* to which you will associate.
- Make certain that you tap on **Commit** *following each change*.

Once you've completed the configuration:

- Tap the **Main** tab. Tap on the **Active Config** button – your new *config* will be listed in the drop-down menu.

When you tap on the *config* you created, the RA2041 radio module attempts to connect to the network using the following steps:

- Associate to the SSID.
- Authenticate to the network.
- If EAP authentication is being used, derive dynamic encryption keys.
- If DHCP is being used by the network, obtain an IP address.

If the RA2041 is not connecting properly:

- Tap on the **Status** tab.

The *Status* dialog box lists the IP and MAC addresses, and indicates the current state of the radio, the signal strength, channel and so on.

You can also use the *Status* screen for DHCP renewal and ICMP Echo Requests (Pings).

Important: ***For details about the Status dialog box, refer to Appendix C, page C-9.***

2.5 Checking The Scanner

If your WORKABOUT PRO is equipped with an internal scanner, you can test it to ensure that it is operating properly. Point the scanner window at a bar code that your scanner was designed to decode—for example, a 1D UPC bar code or 2D bar code. Press the SCAN key or pistol trigger, and check for a valid decode on the hand-held's screen.

Performance is improved if you disable all unneeded bar codes in the *Bar Codes* screen. Review "Scanner Settings" on page 134 for details about bar codes.

A warm reset closes open applications; any unsaved data are lost. Installed programs and saved data are preserved.

Note: *You do not need to reset your WORKABOUT PRO after configuring the radio.*

2.8.2 Performing A Cold Reset

2.8.2.1 Cold Resetting To The BooSt Menu

- Press and hold down the centre [SCAN] bar and then press the [FN/BLUE] and [ENTER] keys simultaneously for a minimum of six seconds.

After a cold reset, the BooSt menu appears, listing possible BooSt commands.

- To load the Windows CE 5.0 operating system, type **1**.

2.8.2.2 Cold Resetting To The Windows 5.0 OS

To perform a cold reset and launch the Windows 5.0 operating system (bypassing the BooSt menu):

- Press and hold down the [FN/BLUE] [FN/ORANGE] and [ENTER] keys simultaneously for a minimum of six seconds.

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3.1 Features Of The WORKABOUT PRO

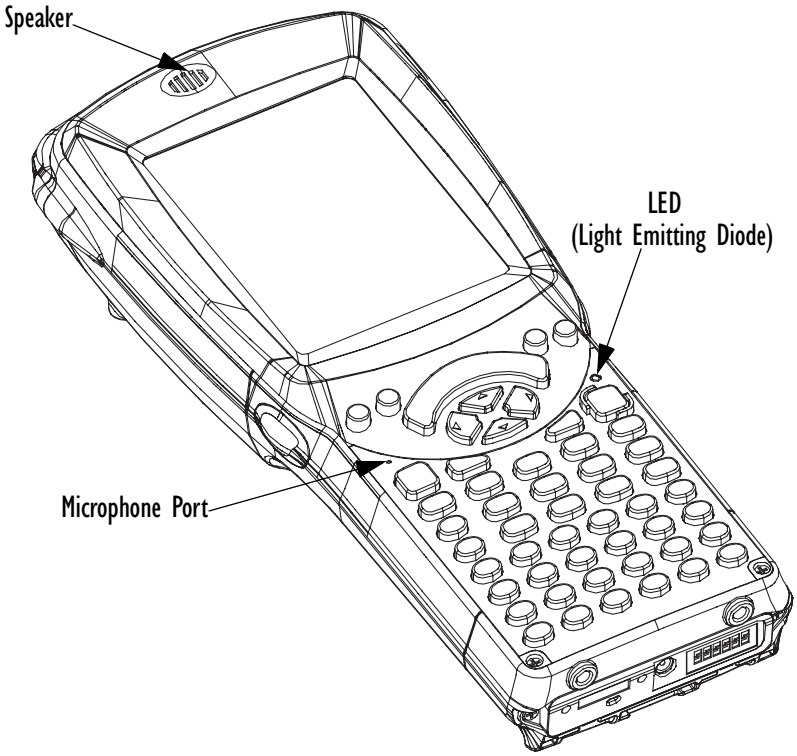

Figure 3.1 Front Of WORKABOUT PRO

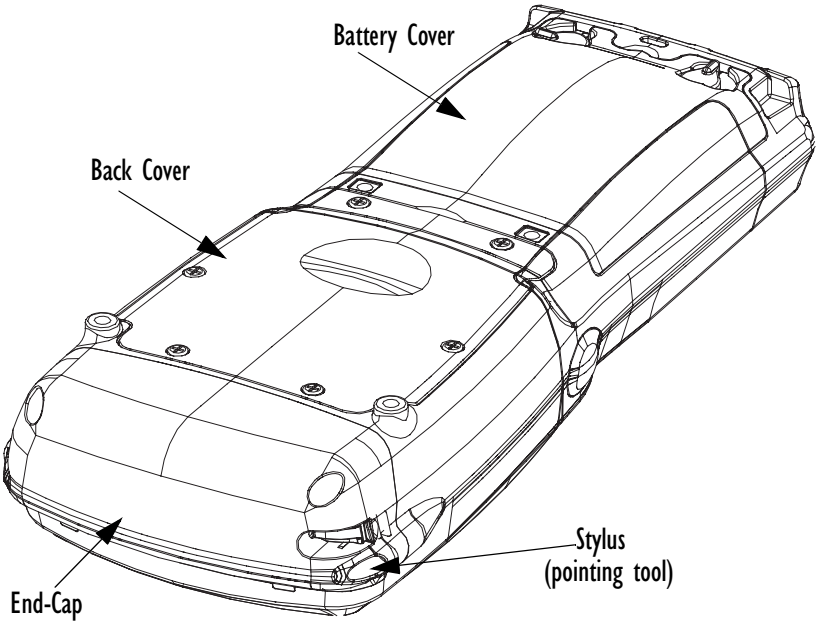

Figure 3.2 Back Of WORKABOUT PRO

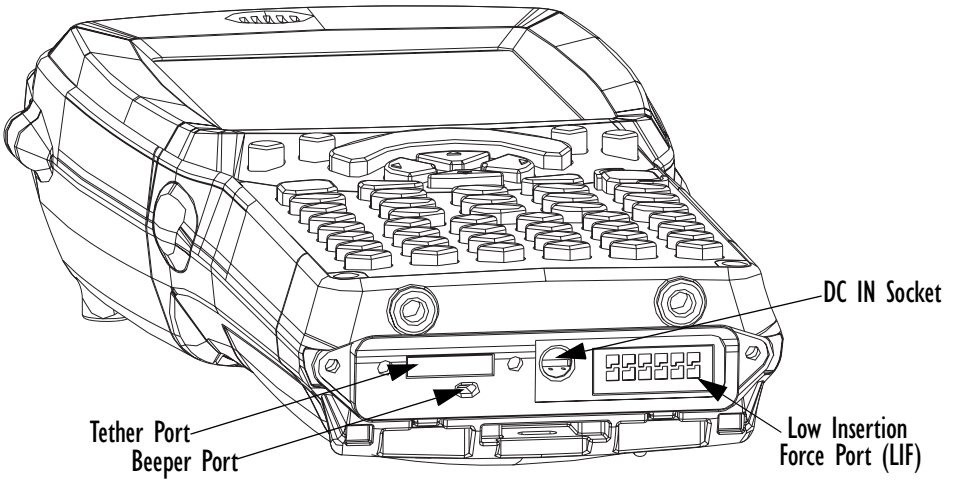

Figure 3.3 Ports

3.2 The Battery

The hand-held operates with a Lithium-Ion battery pack. Preparing the unit for operation requires that a battery pack be charged and installed in the WORKABOUT PRO.

Three levels of battery packs are available for the WORKABOUT PRO:

- High-Capacity – Model No. WA3006, and
- Super High-Capacity – Model No. WA3010

3.2.1 Battery Safety

Important: ***Before attempting to install, use or charge the battery pack, it is critical that you review and follow the important safety guidelines in the quick reference guide entitled 'WORKABOUT PRO Hand-Held Computer Regulatory & Warranty Guide', PN 8000126.***

3.2.2 Removing The Battery Pack

Important: ***Always switch the unit off*** **before** ***opening the battery cover to remove the battery. When the cover is removed, a power-off switch is automatically activated and the unit power is switched off; if the battery cover is opened while the hand-held is still powered on, the unit may reboot. Any active sessions may be lost.***

Keep in mind also that while the battery is being replaced, the WORKABOUT PRO backup battery will save the current data for up to 5 minutes.

Refer to "Installing The Battery And Switching The Unit On" on page 12.

3.2.2.1 Battery Swap Time

Assuming the default power saving parameters and battery reserve level have not been altered, battery swap time is approximately 5 minutes—you will not lose data if the battery is replaced within this time frame.

To protect data, the safest place to store data is on a SD/MMC memory card or externally to the device on a USB memory stick or on a PC. You can also save data in the "Flash Disk" partition of the file system.

The *Suspend Threshold* adjustment in the *Power Properties* tab allows you to determine the battery capacity at which the hand-held will be shut down. If left at the default value, *Maximum Operating Time*, the unit will run until the battery is completely empty; the RAM is only backed up for a short period of time. If you choose *Maximum Backup Time*, the hand-held shuts off with more energy left in the battery so RAM can be backed up for a longer period of time.

Refer to "Suspend Threshold" on page 100 for details about reserving battery power for data backup purposes.

3.2.3 Charging The Battery

Batteries shipped from the factory are charged to approximately 40% of capacity. They must be fully charged prior to use.

Keep in mind also that, along with the main battery, the WORKABOUT PRO is equipped with an internal, backup battery that preserves data stored on the unit while the main battery is swapped.

Important: ***The backup battery is trickle charged from the main battery. To maximize battery life, avoid excessive discharging and recharging of the backup battery by keeping the main battery fully charged.***

IF YOU ARE POWERING UP A NEW UNIT, a warning message may appear on the screen indicating that the backup battery capacity is low. To recharge the backup battery, you must fully charge the WORKABOUT PRO with the main battery installed in the unit.

3.2.3.1 Chargers And Docking Stations

Important: ***FOR DETAILED INFORMATION about chargers and docking stations, refer to "Peripheral Devices & Accessories" on page 205.***

Lithium Ion battery packs must be charged before use. These batteries can be charged with a variety of chargers and docking stations. These include:

- AC wall adaptor (Model # PS1050-G1) – operates as an AC power source and when plugged in, also charges the battery installed in the unit.
- Desktop Docking Station (Model # WA4003-G2)—operates as both a charger and a docking station. Operating as a charger, both the battery installed in the hand-held and a spare battery can be charged simultaneously.

- Quad Docking Station — (Model # WA4204-G2 for WORKABOUT PRO C & Model # WA4304-G2 for WORKABOUT PRO S) can charge the battery of up to four WORKABOUT PROs inserted in the docking station.
- Single Battery Charger (Model # WA3001-G1)—charges a single battery.
- Quad Battery Charger (Model # WA3004-G1)—charges up to four spare High or Super-High Capacity WORKABOUT PRO battery packs.

It can take up to 5 hours to charge a battery. The WORKABOUT PRO intelligent charging system protects the battery from over-charging by terminating the charge process when the battery is at maximum capacity.

Note: *Refer to "Monitoring The Battery And Maximizing Run Time" on page 47 for additional information about the battery.*

Important: ***To avoid damaging the battery, chargers will not begin the charge process until the battery temperature is between 0° C to 45 °C (32° F to 113° F).***

3.3 Switching The Hand-Held On And Off

Switching On The WORKABOUT PRO

Note: *Whenever the battery cover is removed, an auto-shutoff switch is activated. The battery cover must be installed before the unit can be switched on.*

- Press the [FN/BLUE] key and then, press and hold down the [ENTER] key for at least one second.
- When the LED flashes green, release the [ENTER] button.

If the unit does not power up, the power ON/OFF switch located in the battery compartment may be set to OFF. In this case, you'll need to remove the battery cover and battery and slide the ON/OFF switch to ON.

The startup screen is displayed.

Note: *If the WORKABOUT PRO is in suspend state, pressing [ENTER] 'wakes' the unit from this state. The screen in which you were working before the computer entered suspend state is displayed."Wakeup" on page 102 describes how you can assign other 'wakeup' keys.*

Switching Off The WORKABOUT PRO (Suspend)

Important: ***Keep in mind that turning off the WORKABOUT PRO does <u>not</u> result in a complete reboot; rather, the unit enters a power-saving, "suspend" state. When the unit is turned on from suspend state, operation resumes within a few seconds.***

To switch off the WORKABOUT PRO:

- Press the [FN/BLUE] key, and then press the [ENTER] key.

3.4 The Keyboard

The WORKABOUT PRO is available in two models, each with it's own keyboard layout. The WORKABOUT PRO C model is equipped with a 52-key, alphanumeric keyboard; the WORKABOUT PRO S model is equipped with a 25-key numeric keyboard.

Most of the keys on these keyboards operate much like a desktop computer. Where a key or key function is not consistent with the PC keyboard, the differences are noted.

The [FN/BLUE] and [FN/ORANGE] modifier keys provide access to additional keys and system functions. These functions are colour coded in *orange* and *blue* print above the keyboard keys.

3.4.1 Modifier Keys

The [SHIFT], [CTRL], [ALT], [FN/BLUE] and [FN/ORANGE] keys are *modifier* keys. Pressing a modifier key changes the function of the next key pressed. For example, on a WORKABOUT PRO C, 52-key keyboard, a square bracket is printed in *orange* print above the [4] key. Pressing the [FN/ORANGE] key followed by the [4] key displays a square bracket rather than the number 4.

The [SHIFT], [CTRL] and [ALT] keys operate much like a desktop keyboard except that they are not chorded (two keys held down simultaneously). The modifier key must be pressed first followed by the key whose function you want modified.

3.4.1.1 Activating Modifier Keys

When a modifier key is pressed once, it is displayed in lowercase letters in the taskbar at the bottom of the hand-held screen. For example, if the [CTRL] key is pressed, ctrl key is displayed at the bottom of the unit screen. Once the next key is pressed, the modifier key becomes inactive and disappears from the taskbar.

Keep in mind, however, that the 'One Shot' function allows you to determine how many key presses will lock a modifier key 'on' – one press or two. Refer to "Keyboard One Shot Modes" on page 89 for details.

3.4.1.2 Locking Modifier Keys

When a modifier key is pressed twice, it is 'locked' on. A 'locked' modifier key is displayed in uppercase letters in the taskbar. For example, pressing the [CTRL] key twice locks it on—it is displayed as CTRL KEY in the taskbar at the bottom of the computer screen.

The locked modifier key will remain active until it is pressed a third time to unlock or turn it off. Once a modifier key is unlocked, the uppercase representation at the bottom of the screen is no longer displayed.

3.4.2 The Keys

The [SHIFT] Key

The [SHIFT] key is used to display uppercase alpha characters and provide access to the symbols above the numeric keys.

The Arrow Keys

The Arrow keys move the cursor around the screen in the direction of the arrow: up, down, left and right. The cursor is the flashing box or underline character that indicates where the next character you type will appear.

The [SPACE] Key

Pressing this key inserts a blank space between characters. In a Windows dialog box, pressing the [SPACE] key enables or disables a checkbox. On WORKABOUT PRO S models, this key is accessed by key combination – [FN/ORANGE] [0] (zero).

The [BKSP/DEL] Key

The [BKSP] key (sometimes referred to as destructive backspace) moves the cursor one character to the left, erasing the incorrectly entered key stroke.

The [DEL] key ([FN/BLUE] [BKSP]) erases the character at the cursor position.

The [CTRL] And [ALT] Key

The [CTRL] and [ALT] keys modify the function of the next key pressed and are application dependent.

The [TAB] Key

Typically, the [TAB] key moves the cursor to the next field to the right or downward.

The [ESC] Key

Generally, this key is used as a keyboard shortcut to close the current menu, dialog box or activity and return to the previous one.

The [SCAN] Keys

All units are equipped with three yellow [SCAN] keys – one on the left side and one on the right side of the unit along with a curved, yellow scan bar just below the WORKABOUT PRO display. For units that ***do not have*** internal scanners, this key can be re-mapped to another function.

3.4.3 Function Keys And Macro Keys

In addition to the standard keyboard functions, the WORKABOUT PRO supports Function keys and Macro keys. All Function and Macro keys can be custom defined for each application.

3.4.3.1 Function Keys

The WORKABOUT PRO keyboard is equipped with a total of 14 function keys. Function keys [F1] to [F4] are located across the top of the keyboard next to the [TAB], [ALT], [CTRL] and [ESC] keys and are directly accessible – a key combination is not required. Ten additional function keys are colour coded in *blue* print on the unit body; these keys are accessed by executing a key combination, [FN/BLUE] followed by the appropriate numeric key.

For example, to access function key [F7]:

- Press the [FN/BLUE] key followed by the [7] key – the numeric key to which function key [F7] is mapped.
- To access function key [F8], press [FN/BLUE] [8], and so on.

3.4.3.2 Macro Keys (WORKABOUT PRO C Only)

Important: ***Refer to "Keyboard Macro Keys" on page 90 for details about creating macros.***

WORKABOUT PRO hand-helds are equipped with a series of macro keys that can be programmed to replace frequently used keystrokes, along with the function of executable keys like the [ENTER] key, the [BKSP] key, any function key and arrow key, and so on.

Alphanumeric (52-keys) keyboards have three macro keys: [M1] to [M3]. These keys are colour coded in *orange* print above alpha keys [O], [P] and [Q].

To access a macro key:

- Press the [FN/ORANGE] key followed by the appropriate alpha key from [O] to [Q].

  To access macro key [M1], press [FN/ORANGE] [O].

  To access macro key [M2], press [FN/ORANGE] [P], and so on.

3.4.4 52-Key Keyboard – Accessing Alpha Keys

The alpha and numeric keys on WORKABOUT PRO C units are directly accessible from the keyboard – no key combination is required.

3.4.5 25-Key Keyboard – Accessing Alphanumeric Keys

On 25-key WORKABOUT PROs, while numeric keys are directly accessible, all alpha characters are printed on the unit plastic in orange typeface above the numeric keys. An indicator in the left corner of the taskbar displays the currently selected character. To access an alpha character, first press the [ORANGE] key and then press the numeric key above which the alpha character you want to type is printed.

Choosing A Single Alpha Character

The examples below illustrate how to access, A, B and C, all of which are printed in *orange* characters above the numeric key [2].

Important: ***The letters you choose appear in the taskbar, providing a visual indicator of which letter will be displayed on the screen.***

To choose the letter *a*:

- Press the [FN/ORANGE] key, and press the numeric key [2].

Note: *To choose the second, third or fourth alpha character assigned to a numeric key, you may want to lock the [FN/ORANGE] key 'on'. By default, the [FN/ORANGE] key is locked 'on' when pressed once. However, depending on how your unit is set up in the 'One Shots' tab, you may find that you need to press the [FN/ORANGE] key twice to lock it 'on'. Refer to "Keyboard One Shot Modes" on page 89for details.*

To choose the ***second*** letter in the sequence—in this example, the letter *b*:

- Lock the [FN/ORANGE] key 'on'. 'ORG KEY is displayed in upper-case characters in the taskbar to indicate that this key is locked 'on'.
- Press numeric key [2] ***twice*** to display the letter *b*.

To choose the ***third*** letter in the sequence—in this example, the letter *c*:

- Lock the [FN/ORANGE] key 'on'.
- Press numeric key [2] ***three times*** to display the letter *c*.

Note: *Keep in mind that there is a timeout if you pause for one second between key presses when selecting the second, third or fourth letters on a key. For example, suppose you want to type the letter 'c'–you'd need to press the [2] key three times. With the [FN/ORANGE] key locked 'on', if you press [2] twice and then pause between key presses for 1 second, the letter 'b' will be selected automatically.*

Creating Uppercase Letters

To display a capital letter:

- Press the [FN/ORANGE] key and then the [SHIFT] key before typing the alpha character.

Note: *If you want to use uppercase characters at all times, press [FN/BLUE] [SHIFT]. An icon of an uppercase 'A' is displayed in the taskbar indicating that all letters will be displayed as uppercase characters.*

Choosing Multiple Alpha Characters

- Lock the [FN/ORANGE] key 'on'.

Each time you press a numeric key from [2] through [9], an alpha character will be displayed on the screen. Remember that you can refer to the softkey bar for a visual indication of which alpha key will be displayed on the screen.

Important: ***Once you have finished typing alpha characters, remember to turn off or unlock the [FN/ORANGE] key.***

3.4.6 The Keypad Backlight

The intensity of the keypad backlight and the conditions under which this backlight is activated can be configured using the *Keyboard* icon in the Windows CE 5.0 *Control Panel*. The behaviour of the keypad backlight is tailored in the *Keyboard Properties* dialog box. Refer to "Keyboard Backlight" on page 88 for details about this option.

Note: *Keep in mind that this option may be restricted to supervisory use only.*

3.5 The Display

WORKABOUT PROs are equipped with display backlighting to improve character visibility in low light conditions. The backlight switches on when a key is pressed or the screen is tapped.

3.5.1 Adjusting The Display Backlight

The *Display Properties* dialog box in the *Control Panel* allows you to determine the behaviour of the display backlight and its intensity. Refer to "Display Backlight" on page 85 for details about the Display Properties dialog box.

3.5.2 Calibrating The Touchscreen

If your WORKABOUT PRO touchscreen has never been calibrated, or if you find that the stylus pointer is not accurate when you tap on an item, use the *Stylus Properties* dialog box in the *Control Panel* to recalibrate the screen.

- In the *Control Panel*, choose the **Stylus** icon to display the *Stylus Properties* window.

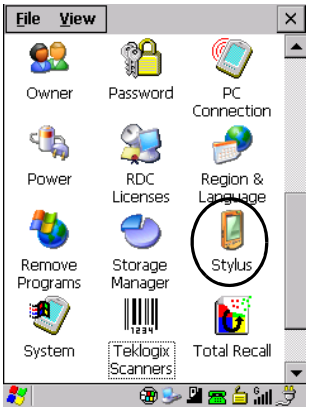

Figure 3.4 Stylus Icon

- Select the **Calibration** tab, and then choose the **Recalibrate** button.

Figure 3.5 Calibration Screen

- Follow the directions on the calibration screen to calibrate the screen.

3.6 WORKABOUT PRO Indicators

The WORKABOUT PRO uses an LED (Light Emitting Diode), onscreen messages and audio tones to indicate the various conditions of the hand-held, the batteries, the scans and so on.

3.6.1 LED

A single, two-coloured LED is located on the upper-right side of the keyboard, just above the [ENTER] key. When you press [ENTER], 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 WORKABOUT PRO can dictate how the LED operates. Review the documentation provided with your application to determine LED behaviour.

If the unit is attached to an external power supply, the hand-held LED reflects the battery charge status.

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% of capacity.
Solid Red	Temperature outside charge range (0° C to 50° C).
Blinking Red	Battery is not charging. Battery fault.

3.6.2 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 WORKABOUT PRO to respond under various conditions, refer to "Volume And Sound Properties" on page 96.

The volume keys are located above [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 .

3.6.2.1 Adjusting WORKABOUT PRO Speaker Volume

- Lock the [FN/BLUE] key 'on' and then, press [UP ARROW]—the *increase volume* key or [DOWN ARROW]—the *decrease volume* key until the volume meets your requirements.
- Remember to press the [FN/BLUE] key again to turn it 'off'.

3.6.3 Onscreen Indicators

The taskbar at the bottom of the screen displays a variety of system status indicators.

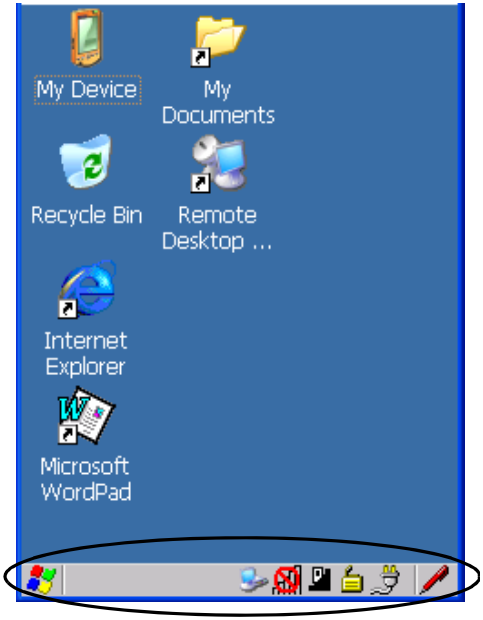

Figure 3.6 Taskbar

The taskbar changes dynamically, and only those icons that are applicable are displayed. For example, if a radio is not installed in your WORKABOUT PRO, the radio signal icon is not displayed in the taskbar.

Windows® Start Button

If you are using the touchscreen, you can either tap the Windows icon at the bottom left of the screen, or press [FN/BLUE] [.] (period) to display the *Start Menu*, and then tap on the desired application.

Modifier Key Indicators

[SHIFT], [CTRL], [ALT], [FN/BLUE] and [FN/ORANGE] are modifier keys that when pressed, are displayed in the taskbar to indicate that they are active. If a modifier key is locked 'on', it is displayed in *uppercase* characters. For example, if the [FN/BLUE] key is locked on, it is displayed as BLUE KEY in the taskbar. A locked modifier key remains active until it is pressed again to unlock or turn it off.

If a modifier key has been pressed but is *not* locked on, it is displayed in the taskbar in *lowercase* characters – for example, blue key. It will remain active only until the next key is pressed at which point, the modifier key is turned off.

Note: *The locking function of the modifier keys can be set up so that pressing one of these keys* ***once*** *will lock the key 'on'. They can also be set up so that they must be pressed* ***twice*** *to be locked 'on'. Refer to "Keyboard One Shot Modes" on page 89for details.*

Battery Gauge

The battery shaped icon displayed in the taskbar provides a visual indication of the remaining battery power. The icon acts as a meter that is either full, at three-quarter level, half, quarter level or empty.

When the battery level is low—approximately 15 minutes from empty—a warning window pops up. When the battery power is completely depleted, a final warning window indicates that the WORKABOUT PRO will be powered down.

If the WORKABOUT PRO is using external AC power, an AC icon is displayed in the taskbar.

Battery Charge

The battery charge icon is displayed in the taskbar when the hand-held battery is being charged.

3.7 Monitoring The Battery And Maximizing Run Time

Note: *When the main battery is at 50% capacity, a 'low battery' warning is displayed. When the battery is at approximately 10% capacity, a 'very low main battery' notification 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 WORKABOUT PRO 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 hand-held 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 in the *Control Panel* displays a dialog box that provides detailed information about the battery status of the main and backup batteries installed in your unit.
- When the hand-held 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.

3.7.1 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.

3.8 Uploading Data In A Docking Station

Important: ***Review the documentation provided with the user application installed in your WORKABOUT PRO 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 "Desktop Docking Station" on page 216 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 WORKABOUT PRO 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.

3.9 Bluetooth Radio

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

The WORKABOUT PRO 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 "Bluetooth Setup" on page 109 for setup details.

You can also pair your hand-set with a *Bluetooth* headset.

3.9.1 Pairing A Bluetooth Headset Or Other Bluetooth Device

Note: *If the* Bluetooth *radio is not already enabled, tap on the Power icon in the Control Panel, tap on the Devices tab and enable the* Bluetooth *radio.*

To pair a headset:

- Follow the headset manufacturer's instructions to place the headset you want to place in pairing mode.
- In the *Control Panel*, tap on the ***Bluetooth*** icon choose the **Devices** tab and Scan for devices in your area. (Note that if you're pairing the device for the first time, the device scan occurs automatically; you do not need to tap on the *Scan* button to perform a scan.)

When the scan is complete, a list of devices is listed.

- Double-click on **headset** you want to pair with. If you prefer, you can highlight **headset** and tap on the **Services** button.

A dialog box appears requesting that you enter a PIN number.

- Type your **pin number** and tap on **OK**.

A Services dialog box appears listing *headset*.

- Press and hold the stylus on **headset**. In the pop-up menu, choose **Active**.

Your headset is now paired. A COM/BSP port name will now appear beside the service for this device. An asterisk will appear under the *Active* list in the Service screen.

3.10 Inserting The SD/MMC Card And SIM Card

There are two slots available in the battery compartment – 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 hand-held. SIM cards allow access to the hand-held *Voice* option, access the Internet, and so on.

3.10.1 Inserting The Card

- Switch off the WORKABOUT PRO.
- Remove the battery cover and the battery.

A hinged door at the top of 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 snap it shut.

To remove the card:

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

3.11 General Maintenance

3.11.1 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 (WA6110). 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.

3.11.2 Cleaning The WORKABOUT PRO

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 hand-held 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 and touchscreen, use isopropyl alcohol.

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4.1 Navigating In Windows CE 5.0

Note: *In order to access many of the menus discussed in this chapter, the security level must be set to 'Supervisor' (see "Security Settings" on page 63).*

Graphic user interfaces like Windows CE 5.0 for portable devices and desktop Windows (2000, XP, etc.) utilize 'point and click' navigation. An equivalent keyboard shortcut is also available for every 'point and click' action.

Windows CE 5.0 supports the same 'point and click' user interface and keyboard shortcuts as desktop Windows with one difference—the 'point and click' action is accomplished using a touchscreen rather than a mouse. Actions can be performed using any combination of keyboard shortcuts or touchscreen tapping.

4.1.1 Navigating Using A Touchscreen And Stylus

Note: *If the touchscreen is not registering your screen taps accurately, the touchscreen may need recalibration. Refer to "Calibrating The Touchscreen" on page 41.*

Each WORKABOUT PRO is equipped with a *stylus*—a pointing tool that looks like a pen—stored in a slot at the top of the unit. The stylus is used to select objects on the touchscreen.

Note: *To prevent damage to the touchscreen, use only the stylus (pen) supplied with your WORKABOUT PRO.*

To choose an icon, open a file, launch an applet or open a folder:

- Double-tap the stylus on the appropriate icon.

4.1.2 Navigating Using The Keyboard

If your WORKABOUT PRO touchscreen has been disabled, you can use the keyboard to choose icons, navigate dialog boxes, display the desktop, and so on. If your unit has already been fully configured and your application is launched at startup, you'll have little need for keyboard navigation, but you can refer to Table 4.1 on page 56 for a description of the navigation keys.

Operation	Key or Key Combination
Switch between active applications	[ALT] [TAB]
Open task manager	[ALT] [ESC]
Move the cursor	Arrow keys
Open file, folder or icon	[ENTER]
Exit & Save	[ENTER]
Close/Exit & Do Not Save	[ESC]
Navigate Dialog Boxes	[TAB] To move cursor up [SHIFT] [TAB] To display the contents of the next 'tab' in a dialog box [CTRL] [TAB]
Select Radio Button/Press Button	[SPACE]
Go to Start Menu	[FN/BLUE][0]

Table 4.1 Keyboard Navigation

Keep in mind that unlike a desktop computer, the WORKABOUT PRO does not support key chording (pressing two keys at the same time). You must press one key followed by the next in sequence. Refer to "Working With Files, Folders And Programs" for additional details about keyboard navigation.

4.2 Working With Files, Folders And Programs

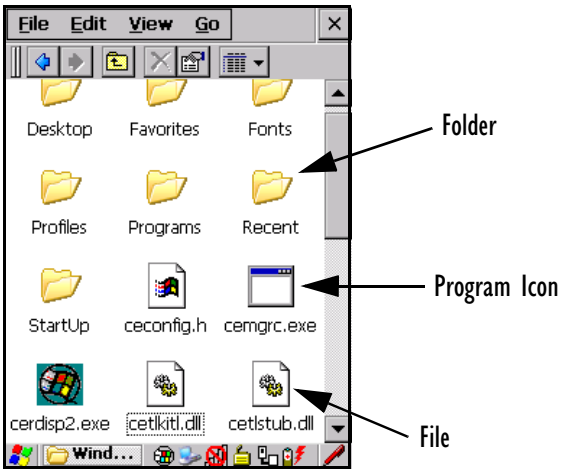


Figure 4.1 Working With Windows Icons

- Double-tap on the appropriate icon—either a folder icon, a program icon or a file icon—to open or launch your selection.

If you're using the keyboard:

- Use the arrow keys to highlight the icon you want to open or launch.
- Press [ENTER].

4.3 The Startup Desktop

When the WORKABOUT PRO boots up, the startup desktop (shell) is displayed. Any applications stored in the Startup folder start up immediately.

Note: *The startup folder is located in \Windows\StartUp and \Flash Disk\StartUp.*

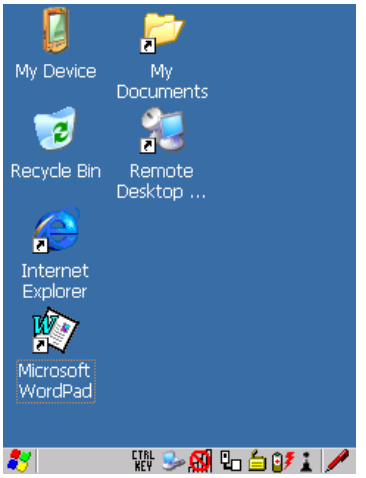


Figure 4.2 The WORKABOUT PRO Startup Desktop

To access desktop icons:

- Double-tap on the icon to open a window or, in the case of an application icon, launch an application.

On the keyboard:

- Use the arrow keys to highlight the icon, and press [ENTER] to launch the highlighted icon.

Note: *If the arrow keys do not highlight the desktop icons, the desktop may not be selected. Press [FN/BLUE] [.] (period) to display the Start Menu, and*

select Desktop. Now the desktop will be "in focus" and the arrow keys will highlight the icons.

4.3.1 The Desktop Icons

The icons displayed in the startup desktop operate in much the same way as those displayed on any standard PC desktop that is running Windows.

My Device

Choosing this icon displays the contents of your WORKABOUT PRO computer. If you're not sure how to access the files, folders and programs displayed, refer to "Working With Files, Folders And Programs" on page 56.

Recycle Bin

This option temporarily stores items that were deleted, allowing you to either permanently delete or restore these items.

Internet Explorer

Choosing this icon launches Internet Explorer—a standard Windows CE 5.0 version. Keep in mind that your supervisor will need to set up access using the *Internet Options* and the *Network and Dial-up Connections* icons in the *Control Panel*.

Remote Desktop Connection

This option allows your WORKABOUT PRO to communicate with a remote desktop PC. "Remote Connect" on page 79 provides a website with step-by-step instructions.

4.3.2 The Taskbar

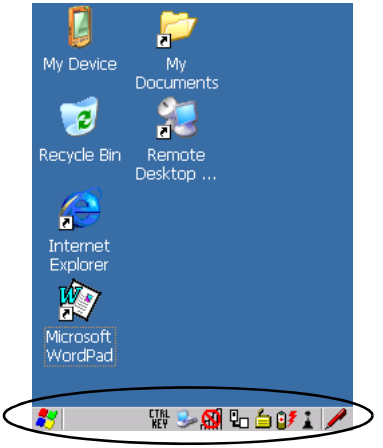


Figure 4.3 The Taskbar

The WORKABOUT PRO is equipped with a taskbar at the bottom of the screen. It displays icons through which you can view the battery capacity and radio signal quality of your unit. If the hand-held is attached to a charger, cradle, docking station or PDM, an associated icon is displayed. In addition, the taskbar displays the application(s) currently running on your unit and the security level assigned to your WORKABOUT PRO.

The taskbar also displays active modifier keys: [SHIFT], [ALT], [CTRL], [FN/BLUE] and [FN/ORANGE]. Keys that have been locked "on" are displayed in *uppercase* letters. For example, if you have set the [CTRL] key Lock to "on" in the Keyboard menu and you press the key, it is displayed as CTRL KEY in the taskbar. (For detailed information on modifier keys and keyboard options, see "The Keyboard" on page 36).

4.3.2.1 Using The Taskbar

A *tooltip* is displayed as each taskbar icon is highlighted. The tooltip provides the status of each icon.

If you're using the touchscreen:

- Tap and hold the stylus on an icon to display the icon's tooltip. Double-tap the icon to open the *Control Panel* dialog box associated with the icon. For example, double-tap the battery icon to display a dialog box listing the current battery capacity information.

On the keyboard:

- Press [FN/BLUE] [.] (period) to display the *Start Menu*.
- Choose **Shortcuts** from the *Start Menu*, and then press the [RIGHT] arrow key to display the sub-menu.
- Choose **System Tray** in the sub-menu.
- Use the arrow keys to highlight the icon in the taskbar about which you'd like more information.
- Press [ENTER] to display the appropriate dialog box.

4.3.2.2 Customizing The Taskbar

To customize the taskbar so that it displays only those icons you require:

- In the *Start Menu*, choose **Settings**>**Taskbar**.

If you're using the keyboard:

- Press [FN/BLUE] [0] (zero) to display the *Start Menu*.
- Highlight the **Settings** option, highlight **Taskbar** in the sub-menu, and press [ENTER].

The *Taskbar and Start Menu* dialog box is displayed.

Taskbar General Tab

- Tap the stylus on the items you want to activate or deactivate. The check mark indicates active items.

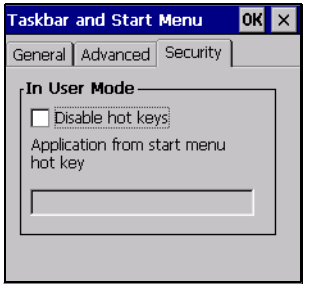
If you're using the keyboard:

- Highlight the options you want to activate, and press the [SPACE] key to select them. A check mark indicates active items.

Taskbar Advanced Tab

- Tap on the **Clear** button to empty the *Documents* folder.
- To display *Control Panel* applets in menu form rather than in a window, tap in the checkbox next to *Expand Control Panel*.

Taskbar Security Tab



If you check *Disable hot keys*, the *Application from Start menu* field becomes enabled. Use this field to enter the name of the application you want to run when the user presses the *Menu* hot key – [FN/BLUE] [0].

If you have disabled hot keys, hidden the *Start Menu* and have no application configured, the *Menu* hot key brings up the *Security* dialog box to allow authorized users to access the terminal configuration. Keep in mind that this dialog box is also displayed if an invalid application is entered in the *Application from Start Menu* field.

4.4 The Start Menu

Note: *Some of the Start Menu items may be disabled based on the current WORKABOUT PRO security settings.*

The *Start Menu* lists the operations you can access and work with. It is available from the startup desktop or from within any application.

To display the menu:

- Press [FN/BLUE] [.] (period).

Note: *Tap on the item in the menu with which you want to work.*

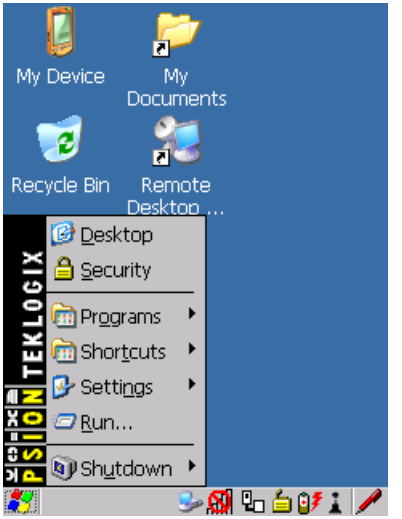


Figure 4.4 Start Menu

If you're using the keyboard:

- Use the arrow keys to highlight a menu item, and press [ENTER], ***or***

If the menu item has an underlined character:

- Type the underlined alpha character. For example, to display the *Security* dialog box, type the letter '**s**'.

4.4.1 The Desktop

Choosing *Desktop* in the *Start Menu* displays the WORKABOUT PRO desktop.

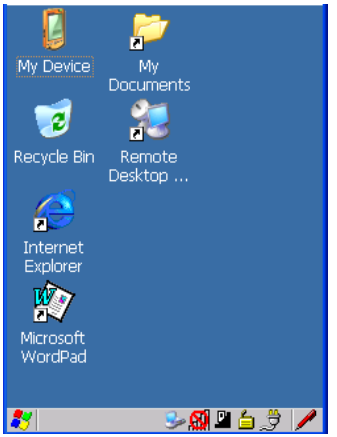


Figure 4.5 WORKABOUT PRO Desktop

4.4.2 Security Settings

Choosing the *Security* option from the *Start Menu* displays a dialog box in which you can define the access level for the WORKABOUT PRO: Supervisor or User.

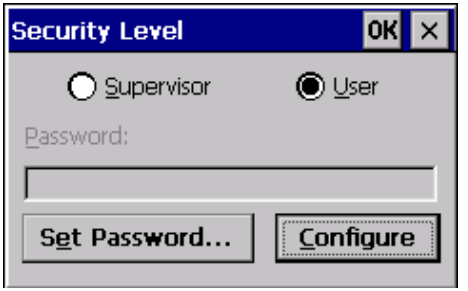


Figure 4.6 Security Levels

Assigning The Supervisor Security Level

The security level is represented by an icon in the shape of a lock in the taskbar. The security levels define the options accessible to the operator in the *Start Menu* and the *taskbar*. By default, the security level is set to *User*, restricting access to only the most basic *Start Menu* items.

To allow access to all the *Start Menu* and *taskbar* options:

- In the *Security Level* dialog box, tap on the radio button next to Supervisor.
- In the *Password* field, type the Supervisor level password. The default password is 123456.
- Tap on **OK**. You can now access all menu items in the *Start Menu* along with the icons in the taskbar.

Changing A Password

Note: *Keep in mind that this is the same password as that assigned through the Password control panel applet. Refer to "Control Panel Icons" on page 80.*

To assign a password:

- Choose a **security level**, and enter the **existing password** in the *Password* field.
- Tap on the **Set Password** button.

A dialog box labelled *Password Properties* is displayed.

- Type the new password in the *Password:* text box (all keyboard characters are valid).
- In the *Confirm Password:* text box, retype the new password.

Configuring Security

Choosing the *Configure* button displays the *Configure Security* dialog box.

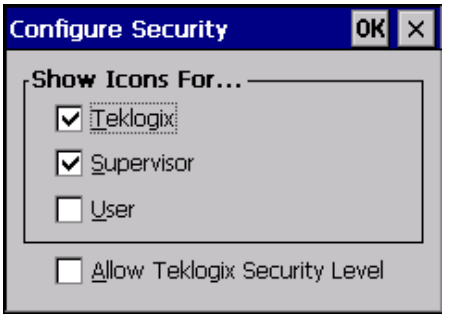


Figure 4.7 Configuring Security

This dialog box allows you to determine which security levels will have an associated icon displayed in the taskbar. By default, a security icon is not displayed for user-level security.

Note: *It is recommended that you enable 'Allow Teklogix Security Level' so that authorized Psion Teklogix service personnel can access your unit should it require maintenance.*

4.4.3 Programs

- Choose **Programs** to display a sub-menu of options.

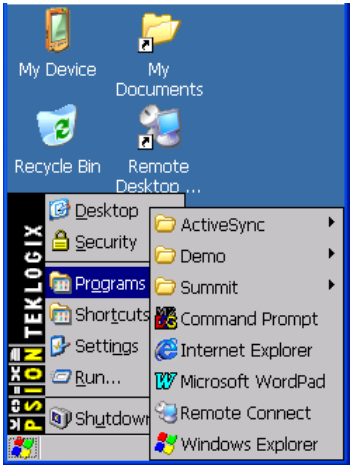


Figure 4.8 Program Sub-Menu

ActiveSync®

This option allows you to connect to another device using ActiveSync.

Demo

This folder contains the *Demo Imager*, *Demo Scanner*, and *Demo Signature* applications. *Demo Imager* is used for simple image-capturing purposes and for displaying bar code data and bar code statistics on the same screen with image data and information. *Demo Scanner* can be used to test how the hand-held reads and writes RFID tags. *Demo Signature* allows you to capture a signature written on the screen with your stylus and save it to a file. *Demo Sound* allows you to record and playback. The 'Sample Rate' and the 'Bits Per Sample' are the rates at which the sound will be recorded. Sounds recorded at the higher sample rate or bits per sample will be higher quality but will require more file space to store. Lower sample rates and bits per sample or both the file result in a smaller file but the quality suffers. The record and play buttons operate in the same way they do on any recording device. the 'X' icon deletes the sound and the 'diskette' icon allows you to save your sound.

Summit

This folder provides access to the Summit Client Utility (SCU), a utility that allows you to configure your Summit 802.11b/g radio, model number RA2041.

Command Prompt

Command Prompt is used to access the DOS command prompt. At the prompt, you can type DOS commands such as *dir* to display all the directories in the drive.

Internet Explorer

The WORKABOUT PRO is equipped with Microsoft Internet Explorer for Windows CE 5.0. You can access the *Internet Options* icon through the *Start Menu* under *Settings, Control Panel* or by double-tapping on the desktop *Internet Explorer* icon.

Remote Connect

Remote Connect is a WORKABOUT PRO application used to connect to a Windows Terminal Server so that you can run a "session" on the Server machine using the WORKABOUT PRO (Windows CE 5.0 device). "Remote Connect" on page 79 provides a website with details about this option.

Windows Explorer

The Windows Explorer installed on your WORKABOUT PRO is consistent with all Windows CE 5.0 devices. You can access this option from the *Start Menu* under *Programs, Windows Explorer*.

4.4.4 Shortcuts

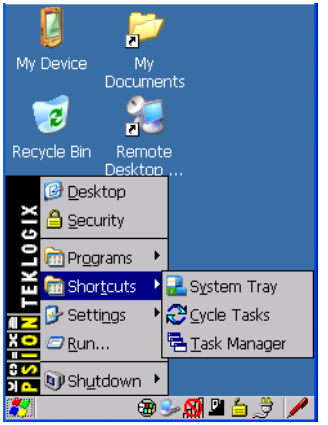


Figure 4.9 Shortcuts Sub-Menu

System Tray

If your touchscreen is not enabled, you can use the *System Tray* option to access the icons in the taskbar at the bottom of the screen. The taskbar displays indicators such as a radio signal icon and the security level. These indicators are attached to dialog boxes that provide additional information.

- Choose **Shortcuts>System Tray**.

Using the icons in the taskbar, you can either display the *Control Panel* dialog box associated with an icon, or you can view a tooltip. A *tooltip* provides the status of each icon.

- Tap and hold the stylus on an icon to display the icon's tooltip. Double-tap on the icon to open the *Control Panel* dialog box associated with the icon.

On the keyboard:

- Press [FN/BLUE] [0] to display the *Start Menu*.
- Choose **Shortcuts** from the *Start Menu*, and then press the [RIGHT] arrow key to display the sub-menu.
- Choose **System Tray** in the sub-menu.
- Use the arrow keys to highlight the icon in the taskbar about which you'd like more information. As each icon is highlighted, a tooltip is displayed.
- To display the associated *Control Panel* dialog box, press [ENTER].

Cycle Tasks

When *Cycle Tasks* is selected (and the Task Manager is not open), you can cycle through active applications.

To cycle through your active applications:

- Choose **Shortcuts>Cycle Tasks**, *or*
  Press [ALT] [TAB].

Task Manager

The *Task Manager* allows you to switch to another task or to end an active task. To display the task manager window:

- Tap on **Shortcuts>Task Manager**, *or*
  Press [ALT] [ESC].

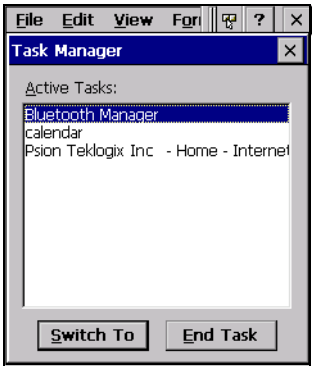


Figure 4.10 Task Manager

4.4.5 Settings

The **Settings** sub-menu includes the following settings: *Control Panel*, *Network and Dial-up Connections* and *Taskbar and Start Menu*.

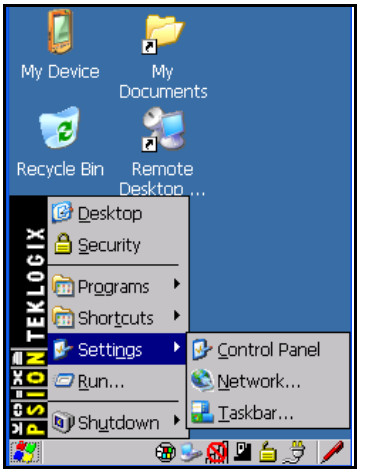


Figure 4.11 Settings Sub-Menu

Control Panel

The *Control Panel* contains applets used to configure hardware, the operating system and the shell. If your WORKABOUT PRO is running with the Psion Teklogix TekTerm application or another application, additional configuration applets may appear in the *Control Panel*.

Network And Dial-Up Connections

The *Network and Dial-up Connections* window allows you to configure the WORKABOUT PRO radio or execute an existing configuration. Refer to “Configuring The Summit RA2041 802.11b/g” on page 13 for radio setup details.

Taskbar And Start Menu

The *Taskbar and Start Menu* option displays a dialog box in which you can customize the taskbar, choosing which options will be displayed. Refer to “Customizing The Taskbar” on page 60 for additional details about this option.

4.4.6 Run

Choosing the *Run* option from the *Start Menu* displays a dialog box in which you can enter the name of the program, folder or document you want to open or launch.

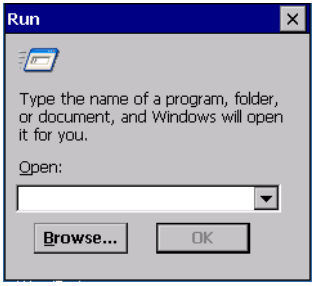


Figure 4.12 Run Dialog Box

4.4.7 Shutdown

The *Shutdown* menu includes these options: *Suspend, Warm Reset* and *Cold Reset*.

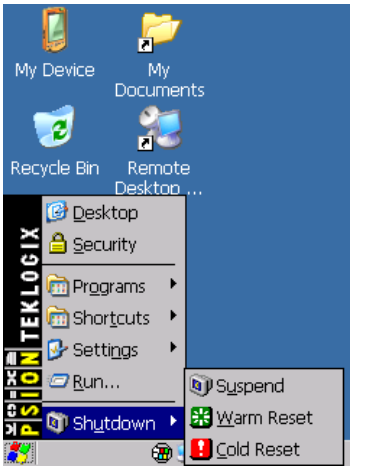


Figure 4.13 Shutdown Sub-Menu

Note: *This menu varies slightly depending on the security level chosen. When the WORKABOUT PRO is set to* ***User level****, the Shutdown option is replaced by* ***Suspend****. A sub-menu is not available.*

Suspend

The *Suspend* option suspends the WORKABOUT PRO immediately. This is equivalent to turning the hand-held off.

Warm Reset

The *Warm Reset* option resets the WORKABOUT PRO, leaving all saved files and (registry) settings intact. Any unsaved data is lost.

Cold Reset

The *Cold Reset* option resets the WORKABOUT PRO (see page 26). Any files not stored in permanent memory are lost; however, the registry settings are saved.

4.5 Using A Dialog Box

A dialog box (like the samples in Figure 4.14) appears when you need to make selections and enter further information. You can move between dialog items by tapping on them with your stylus, or by pressing the arrow keys and the [TAB] key ([SHIFT] [TAB] moves the cursor backwards).

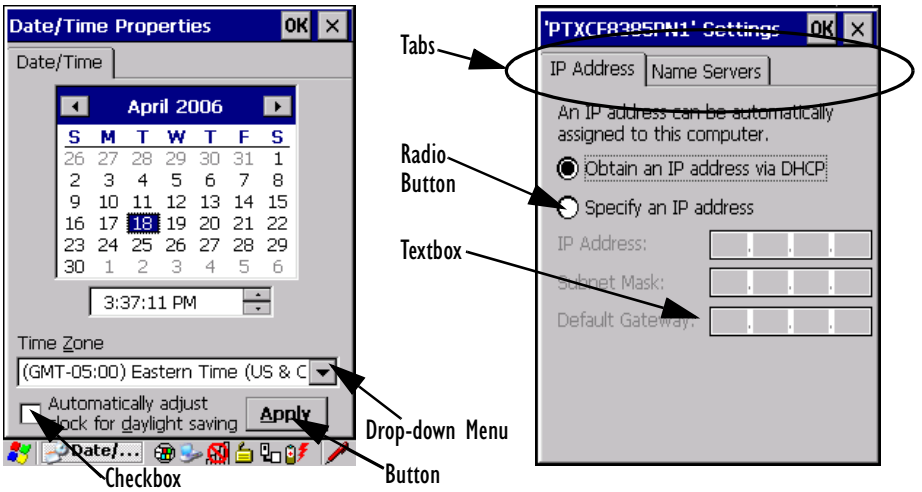


Figure 4.14 Dialog Boxes

Note: *You can use the stylus to tap on an element in a dialog box to select or deselect it, display drop-down menus, save your selections, and so on.*

Dialog boxes contain one or more of the following elements:

Tab: A tab separates different elements of a dialog box. Press the [TAB] key until a tab in the dialog box is highlighted. To display adjoining tabs, press the [RIGHT] or [LEFT] arrow key. To display the information in the next tab from anywhere in the window, press [CTRL] [TAB].

Textbox: A textbox requires that you type information. Press the [TAB] key to highlight the textbox and then type the appropriate information.

Drop-down: This type of menu is identified by up and down arrows next to the drop-down menu to indicate that additional options are available. Press the [TAB] key to highlight the menu, and use the arrow keys on your keyboard to cycle through the options.

Checkbox: This box allows you to select or deselect an option. To select or deselect a checkbox, press the [TAB] key to highlight the checkbox, and press the [SPACE] key to select or deselect it.

Radio buttons: These buttons allow you to choose from a number of options. For example, in the sample screen in Figure 4.14 on page 71 you can choose to *Obtain an IP address via DHCP* or *Specify an IP address*. Press the [TAB] key to highlight a radio button option, and then select a radio button by pressing the arrow keys to highlight the appropriate option.

Buttons: This type of button allows you to *Save*, *Delete* and so on the options you've chosen in a dialog box. Use the [TAB] key to highlight the button you want to use. Press the [ENTER] key to activate it.

Saving Your Choices: Once you've made all your changes, press the [ENTER] key to save your changes and exit the window.

Note: *A dialog box item that is displayed in grey text indicates that it is not currently available.*

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