

# MC35 Series EDA

## User Guide



MC3504/MC3574



# User Guide

MC35 Series Enterprise Digital Assistant

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### [MC35 Series User Guide](#)

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## NOTES

Record the serial number, purchase date, and place of purchase information in the space provided below. The serial number is recorded on the label affixed to your device. Correspondence concerning your unit should include the serial number and purchase information.

### [MC35 Series \(MC3504/MC3574\)](#)

S/N: \_\_\_\_\_

Date of purchase: \_\_\_\_\_

Place of Purchase: \_\_\_\_\_

# About this User Guide

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Thank you for making MC35 your choice for your mobile computing and communication needs. Your new sleek MC35 is a fully integrated PDA-mobile phone device. It combines the power of high-performance PDA applications for organizing personal and work-related information with the functionality of a mobile phone for communication with your contacts and a high-speed GPRS technology, you can connect to the Internet, your corporate networks, and send and receive email while on the go. It also provides high quality Global Positioning System (GPS) solution and features a digital camera for bar code scanning and image capture and flexible voice and data communication with wireless technologies [for selected models](#).

Read through this User Guide to help you get up and running quickly with your new Enterprise Digital Assistant (EDA). It describes all you need to know about how to use your new EDA as well as the application programs that came with it.

## About this User Guide

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# 1 First Things First

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To help you use your MC35, we have designed a set of guides:

For information on:	Refer to:
Programs on your device <sup>1</sup>	This User Guide. It provides online reference for using your device. The User Guide is also available for download. Visit <a href="http://www.symbol.com">http://www.symbol.com</a> .  The MC35 Help.  To view Help, tap  , then <b>Help</b>  .
Programs on your device  Additional programs that can be installed on your device	For a list of all application programs bundled with your device, refer to page 26.
Last-minute updates and detailed technical information	The Read Me files. Located in the Microsoft ActiveSync folder on your computer.
Up-to-date information regarding your device	<a href="http://www.microsoft.com/windowsmobile/downloads/pocketpc.msp">http://www.microsoft.com/windowsmobile/downloads/pocketpc.msp</a>

## Package contents

Your MC35 comes packed in a cardboard box. Carefully unpack the box and remove the contents. If any of the following items are missing or damaged, contact your dealer immediately:

- MC35 Enterprise Digital Assistant
- Stylus
- Lithium polymer battery
- AC adapter with power cord
- USB sync cable
- Stereo headset
- Single earbud headset
- Leather pouch
- [MC35 Series Quick Start Guide](#)
- [MC35 Series Regulatory Guide](#)

## Preparing to use your MC35

Perform the following easy setup tasks to begin using your device:

- 1 Install the battery pack.
- 2 Charge your device.
- 3 Start up your device.

# 1 First Things First

## Preparing to use your MC35

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### Installing the battery pack

Your MC35 uses a high-density removable and rechargeable 1350 mAh Lithium polymer battery. Refer to the succeeding section for instructions on how to install the battery to your device.

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**WARNING!** There is a risk of fire and burns if the battery is handled improperly. DO NOT disassemble, crush, puncture, short external contacts, or dispose the battery in fire or water. DO NOT attempt to open or service the battery. Dispose of used batteries according to local recycling guidelines in your area.

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A backup battery cell is embedded into your device to prevent data loss in instances when the removable battery is removed or completely discharged. This backup battery cell supports the system for a maximum of thirty minutes.

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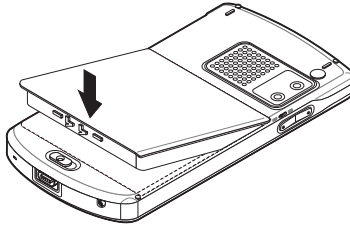
**NOTE:** To enable the internal battery cell to provide backup power supply, charge your device with the main battery, for at least four hours.

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For information on conserving power consumption to make your battery last longer, refer to page 187.



### To install the battery pack:

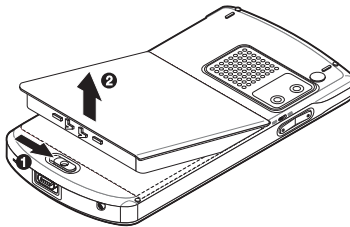
Align the tabs on the battery pack with the groove on the MC35, then insert the battery pack into the back of the device.



The battery cover locks to the chassis with an audible click.

### To uninstall the battery pack:

- 1 If the device is on, press the **Power** button  to turn off the device. Wait for five (5) seconds to allow the device to completely power off.
- 2 Slide the battery latch toward the unlock icon . The battery pack pops up slightly.
- 3 Lift the the battery pack and completely detach it from the device.



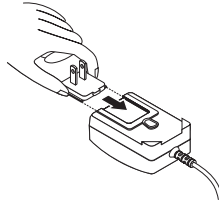
## Charging the MC35

For initial use, you need to charge your device for about four hours. After that, charge it everyday to recharge the battery to full capacity. Charge your device using the USB sync cable, see instructions below.

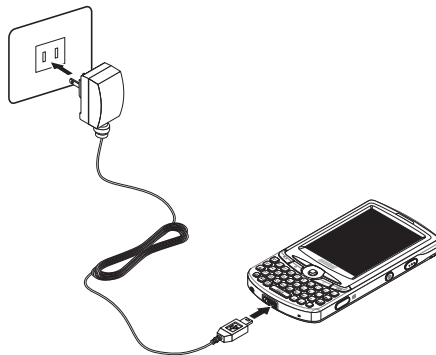
### To charge your device:

- 1 Install the replaceable clip plug to the AC adapter.

Slide the clip plug into the clip plug holder on the adapter, then snap into place. The clip plug locks to the clip plug holder with an audible click.



- 2 Plug the AC adapter cable into the connector on bottom of the device.
- 3 Connect the AC adapter power cable into an electrical outlet.



The LED indicator on the front panel light orange when AC connection is made.

LED status during charging:

- Flashing orange: Charging
- Solid orange: Charging complete

If the battery level becomes low in the course of normal use, a status icon appears on the device screen indicating low or very low battery status (see "Status icons" on page 23). In both cases, perform an ActiveSync operation to back up your data, then recharge your device as soon as possible.

If the battery level reaches low status, the device enters *sleep mode*; if the battery level reaches very low status, the device enters *deep sleep mode*. In this case, you have about 72 hours to recharge your device after which you risk losing all data on your device's internal memory.

For information on how to wake up your device from sleep mode, refer to page 188.

## 1 First Things First

### **System procedures**

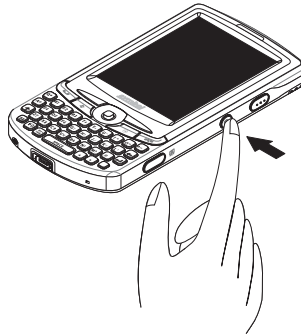
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### Starting up MC35

After you have initially charged your device for about four hours, the device is ready for use. You can now start up your device where you will calibrate the display, learn some basic stylus usage, and set up the system date and time.

To start up your MC35:

- 1 Turn on your device by pressing the **Power** button  located on the right side of the device.



- 2 Follow the onscreen instructions on the Welcome Screen Wizard.

## System procedures


The following sections describe various system procedures that help you use the device more efficiently.

### Recalibrating the screen

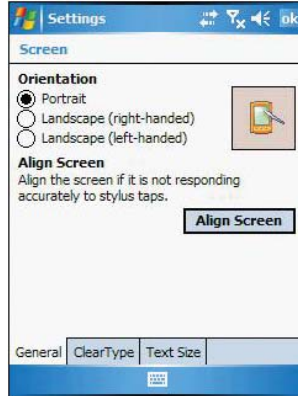
When you first startup your MC35, you are asked to calibrate the screen by tapping the center of a cross with your stylus as it moves around the screen. This process ensures that when you tap the screen with your stylus the item tapped is activated.

If, however, while using your device, you discover tapping an item does not bring up the appropriate response, it means your device has lost its calibration.

To recalibrate the screen:

- 1 Launch the Align Screen window by performing one of the following:
  - Software launching
    - (a) Tap , then **Settings**.

- (b) On the System tab, tap the **Screen**.



- (c) On the Screen window, tap the **Align Screen** button.

- Hardware launching

Simultaneously press the **Power** button  and joystick.

- 2 Tap the center of the cross with your stylus as it moves around the screen.

## Creating backup files

Any additional programs or new data in your device are stored in RAM (random access memory). These items are lost if you have to perform a hard reset or your device loses all power for any other reason. Because of this, it is imperative that you regularly back up files to your computer via ActiveSync or to a storage card using the device's built-in SD/MMC slot.

If you have access to your computer, use ActiveSync to synchronize files to create backup files of information stored on your device. Refer to page 28 for more information on using ActiveSync.

In instances where you are unable to access your computer, you can back up files to an SD or MMC card.

You have the following options:

- Back up individual files using the Cut and Paste commands in File Explorer.
- Back up individual Word, Excel or Notes files using the Rename/Move command. Follow the steps below.
  - (1) Insert an SD or MMC card into the SD/MMC slot on the top of your device. See page 18 for instructions on installing an SD/MMC card.
  - (2) Open the file you want to back up.
  - (3) Tap **Menu, File**, then **Rename/Move**.
  - (4) On the Rename/Move screen, enter a file name in the Name field.
  - (5) Tap the Location pick list, then select **Storage Card**.
  - (6) Tap the Folder pick list, then select the folder where you want to save the file.
  - (7) Tap **OK**.
  - (8) After the backup process, remove the card from the slot.

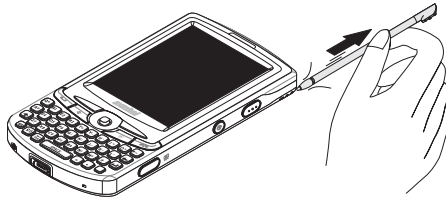
## Resetting the device

You may have to perform a reset if the device freezes (i.e., device no longer responds to the buttons on the screen).

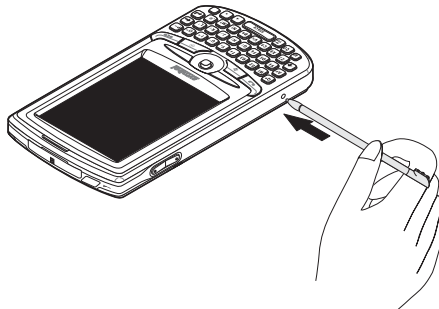
### To perform a soft reset:

A soft reset allows your device to get a fresh start, similar to rebooting a computer. This restarts your device and adjust memory allocation. All records and entries are retained after a soft reset. Unsaved data in open programs may in some cases be lost.

- 1 Remove the stylus from its holder.



- 2 Lightly press the tip of the stylus to the reset button located on the lower-left side of the device.




### To perform a hard reset:

A hard reset removes power to your device. This erases all records and entries, deletes all programs you have added, and restores the device default factory settings. Never perform a hard reset unless a soft reset does not correct your problem. When you perform your next ActiveSync operation, you can restore any data that you previously synchronized to your computer or you can restore data that you backed up to a storage card.

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**NOTE:** When you perform a hard reset, the date and time settings are not be retained. Formats, preferences, and other settings are restored to their default factory settings.

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- 1 Hold down the **Power**  and **Record** buttons.
- 2 While holding down the Power and Record buttons, gently press the tip of the stylus to the **Reset** button.  
The message "To clear all data in the memory, press Volume Up button. To cancel the operation, press Volume Down Button." appears.
- 3 Press the **Volume** key up.  
Another message appears requesting confirmation.



## Securing your device

You can secure your device by locking either the keypad, screen or the device.

### Locking the keypad or screen

The keypad lock feature locks the keypad to prevent accidental key presses.

To lock the keypad or screen:

- On the Today screen, tap **Device unlocked**. When the device is locked, the command bar displays **Unlock**.



To unlock the keypad or screen:

- On the command bar, tap **Unlock**.



- Tap **Unlock** or press the orange key and Q key on the QWERTY keypad.



# 1 First Things First

## System procedures

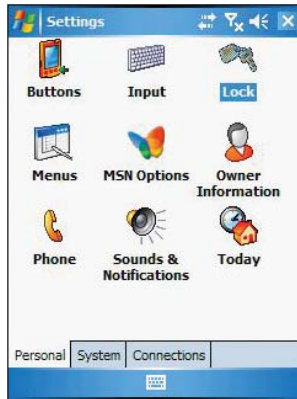
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### Locking the device

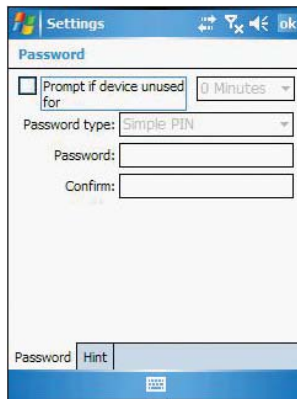
Your device is not just a financial investment but a wealthy source of personal information, some of which may be confidential so it is only logical to protect it from any unauthorized access. The Security setting gives you the option of assigning a lock password that is required to access your device after a set period of inactivity.

To assign a lock password:

- 1 Tap , then **Settings**.



- 2 On the Personal tab, tap **Lock**.



- 3 On the Password tab, select the check box to enable the password function.
- 4 Tap the pick list to select the period of inactivity before the lock password is required for access.

- 5 In the Password type pick list, select the password mode you want to apply. You have two options.
  - Simple PIN  
This password mode requires a 4-digit password.
  - Strong alphanumeric  
This password mode requires an alphanumeric password (i.e., a combination of upper- and lower case letters, numbers, and symbols) consisting of at least seven characters.
- 6 If you want to set a keyword to serve as a password reminder in case you forget it, tap the **Hint** tab.
- 7 Tap **OK**.

1 First Things First  
***System procedures***

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# 2 Getting Started

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This chapter explains the MC35 features. It also gives you a tour of the hardware and software interface of your device.

- MC35 features
- MC35 device tour
- Command interface

## Features summary

Listed below are the MC35 key features:

### Performance

- Intel® PXA270 processor with speed of up to 520 MHz
- Integrated Intel XScale™ Technology
- System memory:
  - 64 MB SDRAM for application storage
  - 256 MB Flash ROM
- Microsoft Windows Mobile™ 5.0 software

### Display

- 2.8" Transreflective TFT LCD (Thin Film Transistor Liquid Crystal Display) with QVGA resolution
- 240 x 320 resolution
- 65 K color depth support
- Hardware and software control for backlight configuration settings
- Microsoft ClearType technology for clearer, crisper font display

### Audio

- Embedded AC '97 CODEC with CD-quality stereo output
- Built-in industry-standard 2.5-mm earphone jack
- Built-in speaker and microphone
- Separate volume control for system sounds and phone function volume
- Playback support for both Windows Media and MIDI sound files for personalizing ring tones and sound notifications

### Phone features

- Built-in 2.0 megapixel micro/macro dual focus camera
- Quad-band GSM broadband function (850/900/1800/1900 MHz)
- GPRS function for wireless Internet connection
- Contacts migration service using SIM Manager
- Features include Speed Dial, Caller ID, Conference Call, Call Waiting, Call Barring, Call History, Fixed Dialing, speakerphone mode, note taking, voice mail, and emergency number setting
- Text messages/Inbox email integration
- Seamless transition between voice and data connections
- Customizable ring tones and ringer options
- Hardware and software launch function
- Operation time:
  - Talktime: 4 hours
  - Standby time: 150 hours
  - Typical time: Up to 12 hours of EDA usage only

## 2 Getting Started

### Features summary

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- Data time:
  - WMV playback time: 8 hours
  - MP3 playback time: 12 hours

### Connectivity

- Mini USB B connector
- Built-in SD/MMC (Standard Digital/MultiMedia Card) expansion slot (SDIO)
- IrDA<sup>1</sup>-standard Infrared wireless function
- Bluetooth wireless technology
- WiFi (IEEE 802.11b/g) (for MC3574 models only)

### GPS technology

- GPS navigation G with over -150 dBm
- Sensitivity/support GPS, A-GPS

### Battery pack

- Removable and rechargeable 1350 mAh Lithium polymer battery pack
- Embedded backup battery cell
- Charging time from empty to full capacity: 4 hours
- Operation time
  - MP3 playback time (LCD off): 12 hours
  - WMV playback time (LCD on, average level backlight, phone off): 8 hours
  - Internet browsing time: 4 hours

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**NOTE:** Length of battery operation depends on power consumption which in turn is based on system resources use. For example, constantly using the backlight or using power-demanding applications shortens the length of battery operation.

---

### Design and ergonomics

- Stylish and sleek design
- Dimensions:
  - Length: 127 mm (5 inches)
  - Width: 66 mm (2.6 inches)
  - Depth: 19.5mm (0.75 inches)
  - Weight (approximately): 179 g (6.3 oz.) (including battery)
- User-friendly navigation features
  - Joystick for one-hand operation
  - Volume key for volume control
  - Record button for voice recordings
  - Camera or scanner mode switch for setting device to camera or scanner mode
  - Camera button for activating the Pictures & Videos application

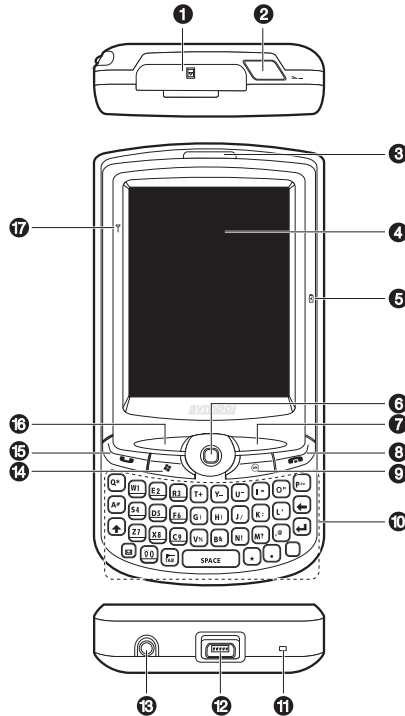
<sup>1</sup>Infrared Data Association



## MC35 tour

The following sections give you a tour of the hardware interface.

### Front view

The illustration below shows the front panel of your device as well as top and bottom edges.







No.	Component	Description
1	SD/MMC expansion slot 	Accepts an SD (Secure Digital), MMC (MultiMedia Card) or SDIO (Secure Digital Input Output) cards, allowing you to add more memory. Install add-on applications or use audio text files stored in it for use with internal applications. You can also use it to back up data from your device.
2	Infrared (IR) port 	Uses infrared technology to transmit and receive data from other IR-enabled devices.
3	Earpiece	Listen to a phone call from here.



## 2 Getting Started

### MC35 tour

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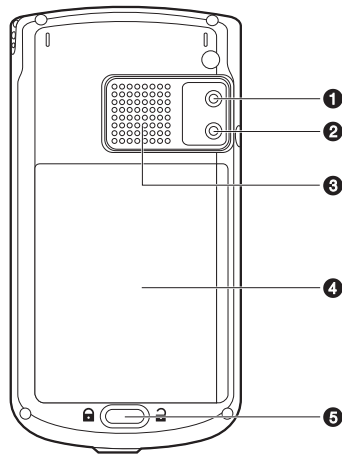
No.	Component	Description
4	LCD touch screen	Displays the applications and data stored on your device. It is touch-sensitive and responds to the stylus or your finger.
5	Battery charging indicator 	<ul style="list-style-type: none"><li>Flashes orange to indicate the battery is charging.</li><li>Lights up orange to indicate the AC adapter is connected or the battery is fully charged.</li></ul>
6	Joystick	<ul style="list-style-type: none"><li>Press the center of the joystick to access menu options and confirm your selection.</li><li>Move the joystick in a left, right, up or down direction to navigate through the menu options.</li></ul>
7	Right soft button	Perform the function indicated on the lower right corner of the display.
8	Send button 	<ul style="list-style-type: none"><li>When there's an incoming call, press to accept the call.</li><li>During an ongoing call, press and hold to toggle on/off the speakerphone mode.</li><li>From Speed Dial, press to call the currently selected number.</li><li>From Call History, press to call the currently selected log item.</li><li>In mailbox, press to send a composed email/text message or display options for a received email/text.</li><li>Change between an active call and call that is on hold.</li></ul>
9	OK button 	Displays the Today screen. Closes the active application.
10	QWERTY keypad	Key in numbers to make a call or letters to compose email or text messages.
11	Microphone	Inputs audio into your device when receiving/making a call or recording voice notes.
12	Mini USB B Connector	<ul style="list-style-type: none"><li>Connects your device to the USB sync cable, which in turn connects to the computer's USB port to perform an ActiveSync operation.</li><li>Connects to an AC adapter to recharge your device.</li></ul>
13	Earphone jack	Connects to an audio line-out device such as earphones or headphones.
14	Today button 	Displays the Start menu.



No.	Component	Description
15	End button 	<ul style="list-style-type: none"><li>• When there's an incoming call, press to reject the call.</li><li>• During an ongoing call, press to end the call.</li><li>• When manually dialing a number, press to delete the number input.</li><li>• Press and hold to toggle on/off the mobile service connection.</li></ul>
16	Left soft button	Perform function indicated on the lower left corner of the display.
17	GSM network indicator 	Indicates the following status: <ul style="list-style-type: none"><li>• Flashing green within 600/600 ms - No SIM card installed, no PIN entered, network search in progress, ongoing user authentication, or network login in progress.</li><li>• Flashing green within 75/3000 ms - Device is logged onto the GSM network (monitoring control channels and user interaction) or no call is in progress.</li><li>• Flashing green within 75/75 ms or 75/3000 ms - One or more GPRS context is activated</li><li>• Flashing green within 0.5 s - Packet switched data transfer in progress</li><li>• Flashing green approx. 5 s or within 1 s after data packets were exchanged - Packet switched data transfer in progress</li><li>• Solid green - Voice call or data call in progress</li><li>• Off - Device is not powered on, in sleep mode, or in alarm mode, or battery is charging</li></ul>

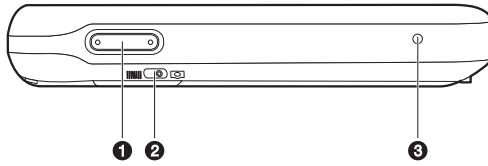
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Rear view



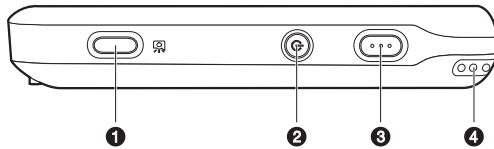
No.	Component	Description
1	Camera flash	Illuminates for taking pictures in low light areas.
2	Camera lens	Take pictures with the built-in camera. You can then send the picture file as an email or MMS message or save it as your Today screen's wallpaper. Captures bar code data.
3	Speaker	Listen to audio media. When the speakerphone is active, sounds are emitted here.
4	Main battery	Removeable and rechargeable battery pack.
5	Battery release latch	Slide to the right to unlock the battery.



Left view



No.	Component	Description
1	Volume key	Press the top key to increase volume, press the bottom key to decrease volume.
2	Mode switch  	Toggles the device between bar code scan or camera mode.
3	Reset button	Press the end of the stylus into the button to reset your device.

Right view



No.	Component	Description
1	Camera button 	Press to activate the Camera application. Press and hold to take pictures.
2	Power button 	<ul style="list-style-type: none"> <li>If the device is off, press this button to turn it on.</li> <li>If the device is on, press this button to turn it off.</li> </ul>
3	Record button	Press to start voice recordings for notes and voice tags.
4	Stylus holder	To use the stylus, remove it from its holder and hold it the same way you hold a pen or pencil.

## Hardware and command interface

This section describes basic hardware procedures in using your MC35. Information on the device's command interface is also discussed.

### Hardware interface

#### Using the touch screen backlight button

Under some lighting conditions, viewing the information on your device may be difficult. If this is the case, activate the backlight by tapping on the screen or pressing the Backlight button on the QWERTY keypad to illuminate the touch screen.

#### Using the stylus

On your device, the stylus replaces the mouse.

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

#### Using the SD/MMC slot

Your device has an expansion slot compatible with a range of SD and MMC storage cards, which are primarily used to back up or transfer files and data. The slot also supports SDIO cards for added connectivity options.

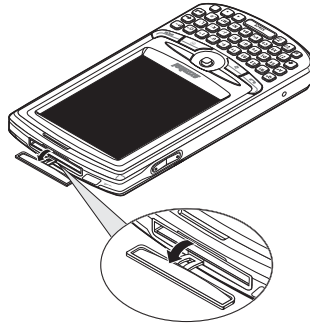
To insert a storage card:

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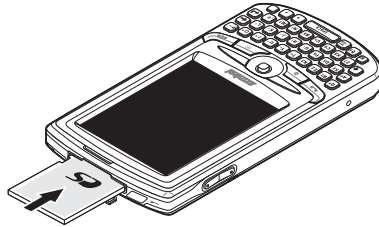
**NOTE:** This device comes with a protective piece in the card slot. Remove the plastic card from the slot before trying to insert an SD, MMC or SDIO card.

---

- 1 Hold your device securely, then lift the rubber cover from the SD/MMC slot.



- 2 Push the card into the slot until you hear an audible system sound; this indicates that the card is already properly seated within the slot. The card is secure when it is not protruding from the base.



- 3 Insert the rubber cover back into place.

#### To remove a storage card:

- 1 Hold your device securely, then lift the rubber cover from the SD/MMC slot.
- 2 Push against the top of the card, as if you were pushing it further into the slot, letting the card spring out. An audible system sound indicates that the card has been released.
- 3 Gently remove the card from the slot.
- 4 Close the rubber cover.

## Command interface

### Hardware buttons

Your device has hardware buttons that control actions and scroll functions, and a stylus for selecting items and entering information.

#### Using the hotkeys

On your device, the hotkeys allows you do the following:

Key	Action
Orange key	Use this key to access the secondary layer of characters and actions. <ul style="list-style-type: none"><li>• Press the Orange key once to activate this mode followed by another key.</li><li>• Press the Orange key twice to lock the mode. Press the Orange key a third time to unlock.</li></ul>
Backlight/ 0 key	Use this key to adjust the backlight from dim to bright. When in Today screen, press this key to display the Dialer screen.
Star key	Use this key to display the Star Key soft keyboard option.
Messaging	Use this key to instantly display the Messaging application.
Shift key	Use the Shift/Caps key to change the state of the alpha characters from lowercase to uppercase. Pressing the key twice, locks the state of the characters to uppercase.

## 2 Getting Started

### **Hardware and command interface**

---

#### Using the QWERTY keypad

The QWERTY keypad allows you to easily key in your messages, quickly access the Messaging application, turn the soft keyboard on and off, control touch screen backlight, dial phone numbers with the numeric keypad and special function key.

The QWERTY keypad uses an alphanumeric keypad that produces the 26-character alphabet (A-Z, both lowercase and uppercase), numbers (0-9), and assorted characters. The keypad is color-coded to indicate the modifier key is pressed to produce a particular character or action. The keypad default is alphabetic, producing lowercase letters.

The QWERTY keypad is backlit and illuminates when a key is pressed and stays lit for approximately 5 seconds.

#### QWERTY keypad input modes

Key	Normal input	Keystroke combination	
		Shift or CAPS + Key	Orange + Key
Q	q	Q	*
W	w	W	1
E	e	E	2
R	r	R	3
T	t	T	+
Y	y	Y	-
U	u	U	-
I	i	I	=
O	o	O	"
P	p	P	áü
A	a	A	#
S	s	S	4
D	d	D	5
F	f	F	6
G	g	G	(
H	h	H	)
J	j	J	/
K	k	K	:
L	l	L	'



Key	Normal input	Keystroke combination	
		Shift or CAPS + Key	Orange + Key
Backspace		Delete	
Shift		Shift	
Z	z	Z	7
X	x	X	8
C	c	C	9
V	v	V	%
B	b	B	&
N	n	N	!
M	m	M	?
,	,	,	@
Enter		Enter	
Mail		Messaging	
Brightness	Brightness	Brightness	0
Tab		Tab	
Space		Space	
Star		Soft keyboard	

## 2 Getting Started



### *Hardware and command interface*

---

### Today screen

When you turn on your device for the first time each day (or after a preset period of inactivity), you'll see the Today screen. You can also display it by pressing the OK button or tapping , then **Today** .

To define a preset period of inactivity after which the Today screen is displayed:

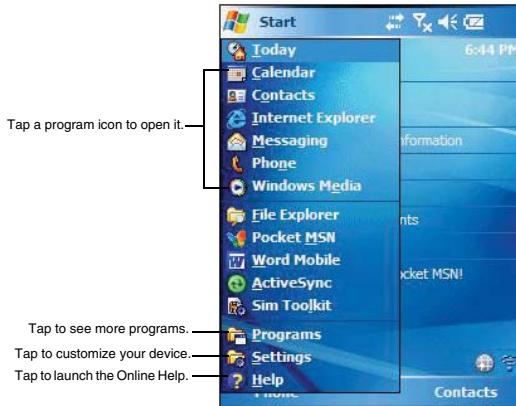
- 1 Tap , then **Settings**.
- 2 On the Personal tab, tap **Today** .
- 3 On the Items tab, select the "Today timeout" check box.
- 4 Tap the pick list beside the check box to set the period of inactivity.
- 5 Tap **OK**.

Today screen provides an at-a glance view of the important reminders and details for the day.



### Start menu

The Start menu displays the active program and allows you to switch to other programs.





## Navigation bar

The navigation bar is located on the top of the screen. It shows status icons, such as battery charge, signal level, and connection status of the device.








## Status icons

The table below describes some of the status icons you may see on the navigation bar.

---


**NOTE:** For status icons related to the phone function, refer to page 51.

---

Icon	Description
	Turns all sounds on and off.
	Main battery is low
	No battery
	Data connection is active
	Synchronization error
	Notification <sup>1</sup> that one or more instant messages were received
	Notification that one or more email/text messages were received

<sup>1</sup> If more notification icons need to be displayed than there is room to display them, the Notification icon appears on the command bar. Tap Notification to view all notification icons.

## Command bar

Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menu names, buttons, and the Input Panel button .

- To create a new item in the current program, tap **New**.
- To view a notification or an image file received on your device, tap **View**.
- To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.



## Pop-up menus

With pop-up menus, you can quickly choose an action for an item. For example, you can use the pop-up menu in the contact list to quickly delete a contact, make a copy of a contact, or send an email message to a contact. The actions in the pop-up menu vary from program to program.

### To access a pop-up menu:

- 1 Tap and hold the stylus on the item that you want to perform the action on.
- 2 When the menu appears, lift the stylus, then do any of the following:
  - Tap the action you want to perform.

## 2 Getting Started

### Hardware and command interface

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- Tap anywhere outside the menu to close the menu without performing an action.



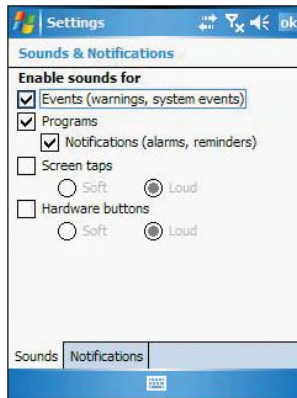
## Notifications

Your device reminds you in a variety of ways when you have something to do or receive a message. For example, if you've set up an appointment in Calendar, a task with a due date in Tasks, or an alarm in Clock, you'll be notified in any of the following ways:

- A message box appears on the screen.
- A sound, which you can specify, is played.

To choose reminder types and sounds for your device:

- 1 Tap **Settings**, then **Personal**.
- 2 Tap the **Sounds & Notifications** icon .



- 3 On the Notifications tab, select the kind of events you want to be notified of and the manner of notification you prefer. The options you choose here are applied globally in your device.
- 4 Tap **OK**.

---

# 3 Managing Programs

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This chapter describes the procedures for launching programs. It also shows how to use Find and File Explorer, as well as procedures for performing an ActiveSync operation.

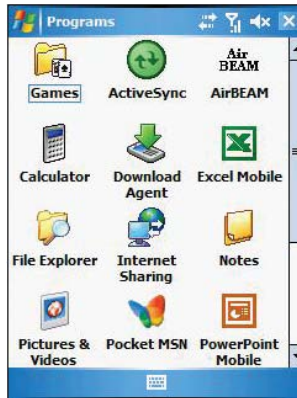
- Accessing programs
- Using Search
- Using File Explorer
- Using ActiveSync

## Accessing programs

### Opening a program

You can open programs in the following ways:

- Tap a program name from the  menu. You can select which programs are displayed on the  menu. For instructions, see "Adding a program to the Start menu" on page 98.
- Tap  then **Programs** to see more programs.



### Switching between programs

- Select another program from the  menu.

---

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

---


















## 3 Managing Programs








### *Accessing programs*



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#### Program list

The following table contains a partial list of programs that are available on your device.



Icon	Program	Usage
	ActiveSync	Synchronize information between your device and your computer.
	Calculator	Perform basic arithmetic calculations.
	Download Agent	Manages the download and installation of additional programs.
	Excel Mobile	Create new workbooks or view and edit Excel workbooks created on your computer.
	File Explorer	Browse contents of folders on your device.
	Internet Sharing	Synchronize information between your device and your computer using a USB or Bluetooth connection.
	AirBEAM	Allows specially designed software packages to be transferred between a host server and Symbol wireless handheld devices.
	RDCClient	Facilitates software downloads to a wearable terminal from a Mobility Services Platform Console's FTP server.
	Notes	Create handwritten or typed notes, drawings, and recordings.
	Pictures & Videos	Access and organize your picture and video files.
	Pocket MSN	Subscribe to popular MSN services.
	PowerPoint Mobile	View slide show presentations.
	Search	Locates specific files on your device.
	SIM Manager	Loads the contents of your SIM card to your device and transfer it to Contacts.
	Tasks	Keep track of your tasks.
	Terminal Services Client	Log onto a Windows NT server type PC that is running Terminal Services software and use all of the programs that are available on that PC from your device.
	Word Mobile	Create new documents or view and edit Word documents created on your computer.

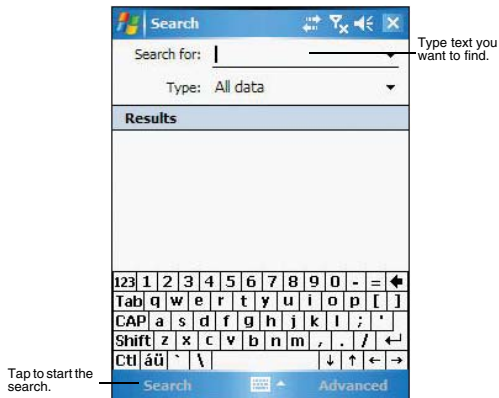
Icon	Program	Usage
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your friends and colleagues.
	Internet Explorer	Browse Web and WAP sites, and download new programs and files from the Internet.
	Messaging	Send and receive text and email messages.
	Windows Media™ Player	Play digital audio and video files that are on stored on your device or on a network.
	MSN® Messenger	Send and receive instant messages with your MSN Messenger contacts.
	Phone	Send and receive local and international calls and text messages in your device.

**NOTE:** To get detailed information on using any of the applications listed in this section, open the program, tap , then **Help** .

## Using Search



The Search function helps you quickly locate specific files.

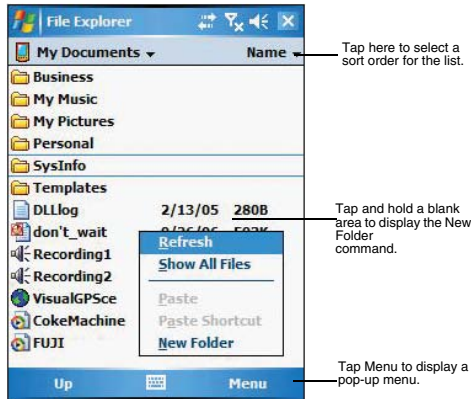
- 1 Tap  **Programs**, then **Search** .
- 2 Enter the text you want to find, then select a data type.  
To quickly find information that is taking up storage space on your device, select the "Larger than 64 KB" option from the **Type** drop-down box.
- 3 Tap **Search**.



## Using File Explorer

Use File Explorer to locate files on your device and to organize these files into folders.

- Tap  **Programs**, then **File Explorer** .



## Using ActiveSync

Use Microsoft® ActiveSync® technology to synchronize information between your MC35 and your computer and/or a server so you always have the most up-to-date information wherever you are.

---

**NOTE:** You can only synchronize information with a server if your company is running Microsoft Exchange Server with Exchange ActiveSync.

---

Each time you synchronize, ActiveSync compares the information on your device with the information on your computer and/or the server and updates all locations. This means you'll always have the most recent information at all times. Use ActiveSync to:

- Keep Pocket Outlook data up-to-date by synchronizing your device with the Microsoft Outlook data, including the Outlook contact's picture, on your computer.
- Synchronize Inbox, Calendar, and Contacts with a server so that you have the latest information, even when you don't have access to your computer.
- Open and edit your Microsoft Word and Microsoft Excel files in your device and synchronize it back to your computer. Files are automatically converted to the correct format.
- Copy (rather than synchronize) files between your device and your computer.
- Control when synchronization occurs by selecting a synchronization schedule. For example, you can synchronize continually while connected to your computer or only when you select the synchronize command.

If you choose continuous synchronization, changes made on the computer or device are duplicated immediately. To recover a sudden loss of data, you can configure ActiveSync to back up data on your device. Choose whether to copy all information in the internal storage on your device, or just the information that has changed since the last backup.

- Select which information types are synchronized and control how much information is synchronized. To illustrate, when synchronizing Calendar, you can set ActiveSync to synchronize appointments within a certain date range and for specific categories only. For example business appointments from the past two weeks only.
- Synchronize data with your computer over a Bluetooth connection.
- Synchronize Internet Explorer Mobile favorites on your computer.

## Installing Microsoft ActiveSync

ActiveSync is already installed on your MC35; you only need to install it on your computer.

### Minimum PC computer requirements

- Microsoft Windows® XP, 2000, ME, NT Workstation 4.0 with Service Pack 6 or later, or 98
- Microsoft Outlook® 98 or later required for synchronization
- Microsoft Internet Explorer 4.01 with Service Pack 1 or later
- Hard disk drive with 12 to 65 MB of available hard disk space (actual requirements vary based on selection of features and user's current system configuration)
- Available Bluetooth, infrared or USB port
- CD-ROM drive
- VGA graphics card or compatible video graphics adapter at 256 color or higher
- Keyboard and mouse

### To install Microsoft ActiveSync on your computer:

- 1 Close all open programs, including those that run at startup, and disable any virus-scanning software.
- 2 Download the ActiveSync software from the Microsoft ActiveSync Download page at <http://www.microsoft.com/windowsmobile/downloads/activesync42.msp>
- 3 Install the ActiveSync setup software to your computer by clicking the appropriate language.
- 4 Select **Run this program from its current location** and click **OK**.
- 5 Follow all onscreen instructions to complete installation.  
After installation, a grayed out ActiveSync icon appears on your computer's system tray (on the lower right-hand corner of the screen).

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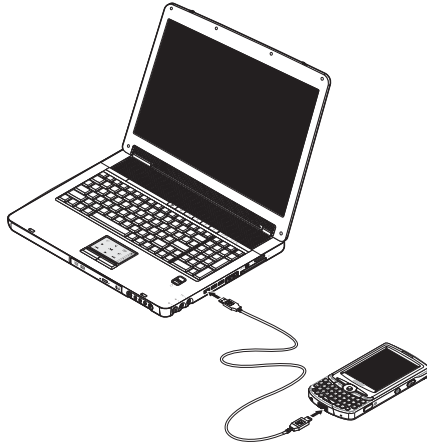
**NOTE:** If the wizard does not automatically appear, launch ActiveSync on your computer by clicking on its icon from Start, then Programs.

---

For detailed information about using ActiveSync on your computer, start ActiveSync on your computer, click **Help**, then **Microsoft ActiveSync Help**.

## Connecting the device to your computer

- 1 After ActiveSync has been installed, connect the USB sync cable to the USB connector on the bottom of your device. If necessary, connect an adapter.



ActiveSync automatically starts on your computer screen.

- 2 Follow the onscreen instructions.
- 3 When the configuration process is completed, the ActiveSync window appears.  
If ActiveSync doesn't start automatically, do the following on your computer:
  - (a) On the Windows taskbar, click **Start, Programs**, then **Microsoft ActiveSync**.
  - (b) Click **File, Connection Settings**, then click **Connect**.
  - (c) Click **OK**.

## Creating a partnership (first time only)

After completing the installation procedures you can now set up a partnership between your MC35 and your computer and/or a server with the help of the New Partnership setup wizard. This wizard helps you:

- Set up a partnership so you can synchronize information between your device and your computer
- Customize your synchronization settings

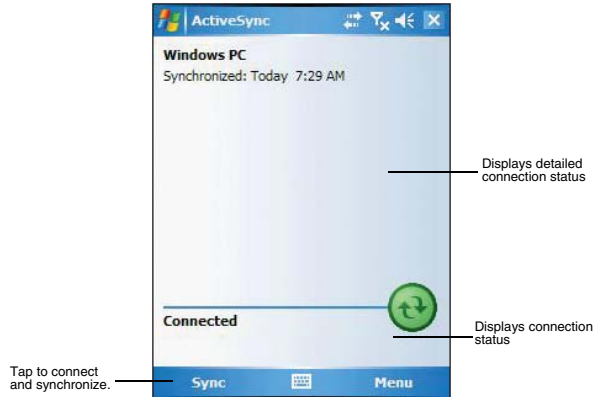
To create a partnership:

- 1 Plug the USB sync cable into a USB port on your computer.  
The New Partnership setup wizard automatically starts on your computer screen.
- 2 Follow the onscreen instructions.

To prevent synchronization problems, select the "Synchronize with Microsoft Mobile Information Server and/or this desktop computer" option in the New Partnership setup wizard only if you are certain that your company is running Microsoft Exchange Server with Exchange ActiveSync and you know the server name. Otherwise, select the "Synchronize with this desktop computer" option. For more information, contact your corporate network administrator or service provider.



The initial synchronization process automatically begins when you finish using the wizard. During the synchronization process the Connectivity icon appears on your device's navigation bar.



After the initial synchronization, take a look at Calendar, Contacts, and Tasks on your device. You'll notice that information you've stored in Microsoft Outlook on your computer has been copied to your device, and you didn't have to type a word. Disconnect your device from your computer and you're ready to go!

The next time you connect your device, your computer recognizes it automatically. You don't need to set up the partnership again.

## Synchronizing with your computer

You can set remote synchronization with your computer using the following connection options:

- USB connection
- Infrared connection
- Bluetooth connection
- WiFi connection


You can also set a mobile schedule during wireless synchronization.

---

**NOTE:** To synchronize remotely with your computer, it must be turned on.

---

### USB connection

- 1 Perform the steps below on your computer:
  - (a) Open **ActiveSync** .
  - (b) Click the **Allow USB connection with this desktop computer** check box.
  - (c) Click **OK**.
- 2 Connect your device to your computer using the USB sync cable. Follow instructions on page 30.

## 3 Managing Programs



### Using ActiveSync

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- 3 Perform the steps below on your device:

You can connect to your device using the ActiveSync or the Internet Sharing application.

Using ActiveSync to synchronize with your computer:

- (a) Initiate connection by tapping , **Programs**, then **ActiveSync** .
- (b) Tap **Menu**, then **Connections**.
- (c) Select the "Synchronize all PCs using this connection" check box.
- (d) Select **USB**.
- (e) Tap **OK**.



Using Internet Sharing to synchronize with your computer:

- (a) Tap , **Programs**, then **Internet Sharing** .
- (b) Under the "PC Connection" list, select **USB**.
- (c) Tap **Connect**.


### Infrared connection

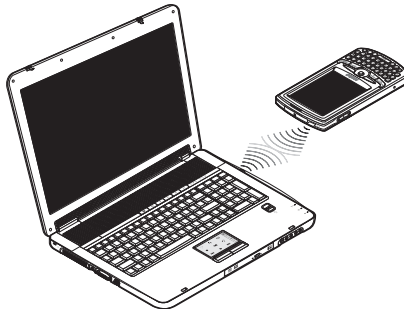
The IrDA-standard infrared port allows you to synchronize information with an infrared-enabled computer. Simply align the infrared port of your device with that on the computer. This method is ideal for quickly switching between multiple devices since there are no cables or adapters to change.

- 1 Perform the steps below on your computer:

- (a) Configure an infrared port on your computer following the manufacturer's instructions.
- (b) Once your computer's IR port  is ready, open **ActiveSync** .
- (c) Click **File**, then **Connection Settings**.
- (d) Under the "In the Allow serial cable or infrared connection to this COM port" list, select **Infrared Port (IR)**.
- (e) Click **OK**.

- 2 Perform the steps below on your device:

- (a) Align the IR port  of your device with that on your computer so that they are unobstructed and within close range.



- (b) Initiate connection by tapping , **ActiveSync**, **Menu**, then **Connect via IR**.
- (c) Tap **Sync**.

#### Bluetooth connection

Your device is equipped with Bluetooth wireless technology that you can use to synchronize information with a computer equipped with a Bluetooth adapter or access point. Bluetooth wireless technology allows you to communicate with the computer whenever it is within range.

---

**NOTE:** The instructions below are for computers that support the Windows XP SP2 or later version operating system.

---

- 1 Perform the steps below on your computer:

---

**IMPORTANT:** Connect the device to the computer using the USB sync cable to establish a synchronization relationship before connecting via Bluetooth.

---



- (a) On the Windows taskbar, click **Start**, **Settings**, then **Control Panel**.
- (b) On the **Options** tab, select the "Turn discovery on" and "Allow Bluetooth devices to connect to this computer" options.
- (c) On the **COM Port** tab, click **Add**.
- (d) Select "Incoming (device initiates the connection)", then click **OK**.  
Note the number of COM port that was added. The COM port must not be higher than 20.
- (e) Click **OK**.
- (f) In the ActiveSync window, click **File** menu, then **Connection Settings**.
- (g) Under the "In Allow serial cable or infrared connection to this COM port" list, select the COM port with the number you noted in step 4.
- (h) Click **OK**.

- 2 Perform the steps below on your device:



Make sure that the device and computer are within close range.

Do either of the following:

Using ActiveSync to synchronize with your computer:

- (a) Initiate connection by tapping  **Programs**, then **ActiveSync** .
- (b) Tap **Menu**, then **Connect via Bluetooth**.
- (c) Tap **Sync**.

Using Internet Sharing to synchronize with your computer:

- (a) Tap  **Programs**, then **Internet Sharing** .
- (b) Under the "PC Connection" list, select **USB**.
- (c) Tap **Connect**.

---

**NOTE:** Media (audio and video) files can only be synchronized when using a USB sync cable connection.

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## 3 Managing Programs

### Using ActiveSync

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#### WiFi connection

Windows Mobile supports the standard Network Protocol (TCP/IP) that allows you to easily connect to the Internet by modem or high frequency wireless LAN technology. With the device's integrated WiFi (available for MC3574 models only), you can scan for existing wireless network access point or hot spot. The wireless network access points or hot spots can be found in homes and offices. Using WiFi networking, you can connect to a computer and send and receive files.

A wireless network can be added either when the network is detected or by manually entering settings information. For more information on how to set up a wireless network connection, see "Setting up a wireless network connection" on page 111.

#### Setting mobile schedule during synchronization with your computer



You can set two separate mobile schedules when wirelessly synchronizing your device with your computer.

- Peak time schedule - to synchronize during work hours or other times you receive higher mail volumes
- Off-peak schedule - to synchronize during times when you receive lower mail volumes

---

**NOTE:** When you are in roaming mode, you can synchronize manually to reduce roaming charges, or you can use the mobile schedule you've set.

---

- 1 On your device tap , **Programs**, then **ActiveSync** .
- 2 Tap **Menu**, then **Schedule**.
- 3 Select the frequency of synchronization for the three conditions—during peak times, off-peak times, and when roaming.
- 4 Tap **Peak Times** to set the days and hours of your peak time schedule.
- 5 Tap **OK**.



Once you have completed the first synchronization process, you can initiate synchronization from your device anytime, using either the USB sync cable, via infrared or via Bluetooth.

#### Synchronizing with a server

The option to synchronize your device with a server is available when you first create a partnership. Before you can begin to synchronize information with a server, you need to request the following server configuration information, either from your service provider or from your corporate network administrator:

- Your user name and password in your corporate network
- The name of the Microsoft Exchange server

To set up synchronization with a Microsoft Exchange server:

- 1 On your device tap , **Programs**, then **ActiveSync** .
- 2 Tap **Menu**, then **Add Server Source**.
- 3 In the "Server address" box, enter the name of the Microsoft Exchange server to which you want to connect.  
Select the "This server requires an encrypted (SSL) connection" check box if it's applicable to your corporate network.
- 4 Tap **Next**.
- 5 Enter your user name, password, and domain name.  
If you intend to enable automatic synchronization, select the "Save password" check box.
- 6 Tap **Advanced**.  
Define the rules for resolving conflicts if items change on both your device and on the server.
- 7 Tap **Next**.



- 8 Select the check box opposite the types of information that you want to synchronize with the server.

Define the synchronization settings for each information type by tapping the type of information, then tap **Settings**.

- 9 Tap **Finish**.

To stop synchronizing with a server:

You can stop synchronizing an information type with a server, and instead synchronize it with your computer.

- 1 On your device tap , **Programs**, then **ActiveSync** .
- 2 Tap **Menu**, then **Options**.
- 3 Deselect the check box opposite the types of Information that you no longer want to synchronize with the server.
- 4 Tap **OK**.

## Synchronizing information

By default, ActiveSync does not enable automatic synchronization of all types of information. To select the types of information you want synchronized, on either your device or your computer, go to **Menu**, then **Options**. This section gives you an overview of the types of Outlook information you can synchronize.

### Synchronizing Inbox

When you select E-mail for synchronization in ActiveSync, email messages are synchronized as part of the general synchronization process. During synchronization, the following events occur:

- Messages are copied from the Outlook Inbox folder on your computer, or from a Microsoft Exchange server, to the Inbox folder (under the ActiveSync account) on your device.
- By default, when synchronizing Inbox information with your computer, you receive only messages from the last three days and the first 0.5 KB of each new message. You can also choose to download file attachments.
- The messages on your device and on your computer are linked. When you delete a message on your device, it is also deleted from your computer the next time you synchronize and vice versa.
- Messages in subfolders in other email folders in Outlook are synchronized only if the folders have been selected for synchronization in Inbox on your device.

---

**NOTE:** Text messages are not received in Inbox through synchronization. Instead, they are sent to your device by way of your mobile service provider.

---

### Synchronizing Calendar

- Calendar items created on your device are copied to your computer and/or on a Microsoft Exchange server during synchronization, and vice versa. By default, Calendar items from the last two weeks are synchronized.
- Similarly, Calendar items that are deleted from your device are deleted from your computer and/or server during synchronization, and vice versa.

### Synchronizing Contacts

- Contacts created on your device are copied to your computer or on a Microsoft Exchange server during synchronization, and vice versa. By default, all of your contacts are synchronized.
- Similarly, contacts that are deleted from your device are deleted from your computer and/or server during synchronization, and vice versa.

### Synchronizing Tasks

- Task synchronization is, by default, automatically selected in ActiveSync.
- Tasks can only be synchronized with your computer; they cannot be synchronized with a server.

## 3 Managing Programs

### Using ActiveSync

---

- Tasks created on your device are copied to your computer during synchronization, and vice versa. By default, only incomplete tasks are synchronized.
- Similarly, tasks that are deleted from your device are deleted from your computer during synchronization, and vice versa.

### Using ActiveSync to exchange files

You can use ActiveSync to exchange information from your device your computer and vice versa. Changes you make to the information on one location does not affect the information on the other one. If you want to automatically update information on both your device and computer, synchronize the information instead.

You can copy two types of information to your device: files and Pocket Access Windows CE Store information.

The procedure below only applies to copying files. Refer to the ActiveSync Help on your computer for instructions on how to copy Pocket Access Windows CE Store information.

---

**NOTE:** Files created on your computer may need to be converted by ActiveSync so that they can be viewed and edited on your device, and vice versa.

---

#### To copy files:

- 1 Connect your device to your computer.
- 2 In ActiveSync on your computer, click **Explore** .  
Windows Explorer opens the Mobile Device window for your device.
- 3 Locate the file that you want to copy on your device or computer.
- 4 Do either one of the following:
  - To copy the file to your device, right-click the file and click **Copy**. Place the cursor in the desired folder for your device, right-click, then click **Paste**.
  - To copy the file to your computer, right-click the file and click **Copy**. Place the cursor in the desired folder for your computer, right-click, then click **Paste**.

### ActiveSync errors

Whenever ActiveSync cannot successfully synchronize information, it displays an Error link on the ActiveSync window on your device. Tap the link to display more information about the error that occurred.

Some types of errors can interfere with automatic synchronization. If you suspect that a scheduled automatic synchronization has not occurred, you should try to manually synchronize your information. Successfully completing manual synchronization resets automatic synchronization.

# 4 Entering Data

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This chapter describes how to use the different text entry methods on your device.

- Using the QWERTY keypad
- Using the input panel
- Using the soft keyboard
- Using the Block Recognizer
- Using the Letter Recognizer
- Using the Transcriber
- Using the Star key
- Writing on the screen
- Drawing on the screen
- Recording a message

## Using the QWERTY keypad


Use the QWERTY keypad to key in text messages, email, and other data. The QWERTY keypad uses an alphanumeric keypad that produces the 26-character alphabet (A-Z, both lowercase and uppercase), numbers (0-9), and assorted characters. The keypad is color-coded and performs additional functions when pressed in combination with the orange key. The orange key located on the right side of the keypad is a function key. The orange symbols on the keys when used simultaneously with the orange key enters characters printed on the upper right of the keys.



## Using the input panel

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

To show or hide the input panel:

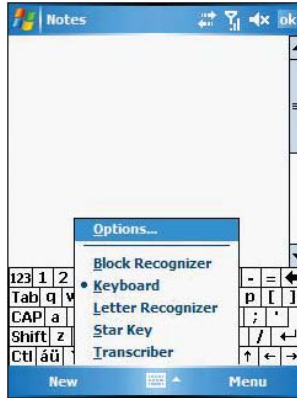
- 1 Tap the Input Panel button .

## 4 Entering Data

### Using the input panel

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- 2 Tap the arrow next to the Input Panel button to see your choices.

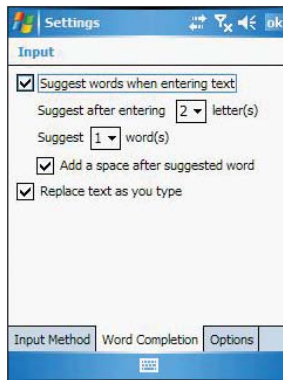


When you use the input panel, your device anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your device, the more words it learns to anticipate.

To change word suggestion options:

To set word suggestion options such as the number of words suggested at one time:

- 1 Tap , then **Settings**, then **Personal** tab.
- 2 Tap Input .
- 3 On the **Word Completion** tab, define the word suggestion settings.



- 4 Tap **OK**.

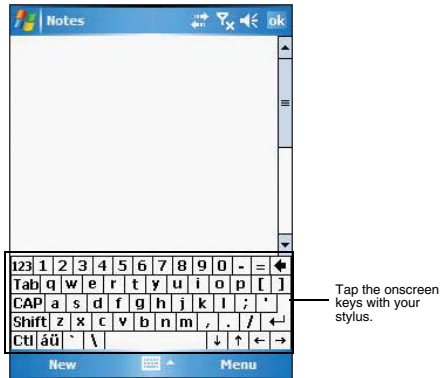


## Using the soft keyboard

The soft keyboard allows you to "type" information just like in a regular keyboard, by tapping the onscreen keys.

To use the soft keyboard:

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



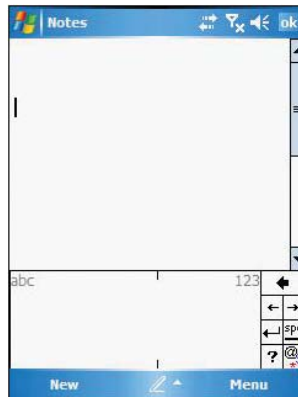
## Using Block Recognizer

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

To use the Block Recognizer:

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

When you write a letter, it is converted to typed text that appears on the screen.



### Using Letter Recognizer

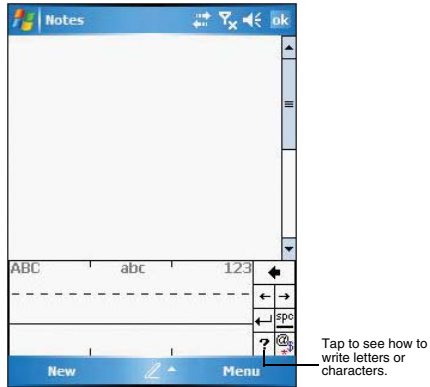
With Letter Recognizer you can write letters using the stylus just as you would on paper.

To use the Letter Recognizer:

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

When you write a letter, it is converted to typed text that appears on the screen.

For specific instructions on using Letter Recognizer, with Letter Recognizer open, tap the question mark next to the writing area.



### Using Transcriber

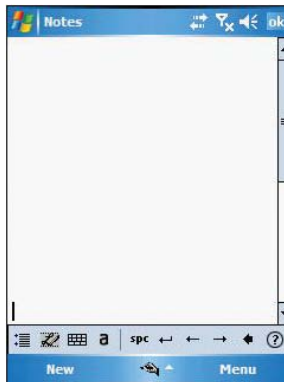
Transcriber allows you to write anywhere on the screen using the stylus just as you would on paper.

To use the Transcriber:

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

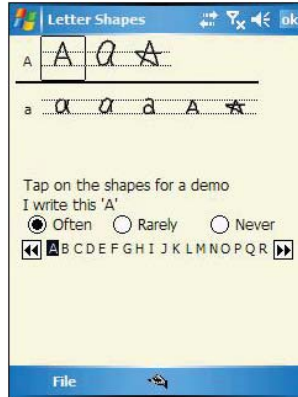
Pause and let transcriber change the written characters to typed text.

For specific instructions on using the Transcriber, with Transcriber open, tap the question mark on the toolbar.



To learn how to write a letter in Transcriber:

- 1 Tap the letter shapes icon on the toolbar.
- 2 In the screen that appears, select the letter you want to learn about, then tap one of the examples.



To punctuate in Transcriber:

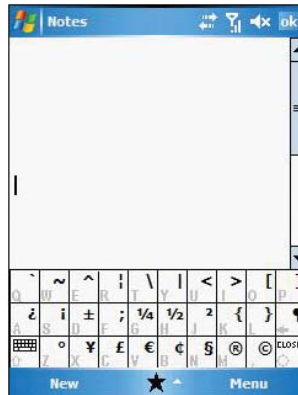
- 1 Tap the keyboard icon on the toolbar.
- 2 Tap the punctuation mark you need.

## Using the Star Key

With Star Key you can enter special characters such as  $\zeta$  and £.

To use the Star Key:

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

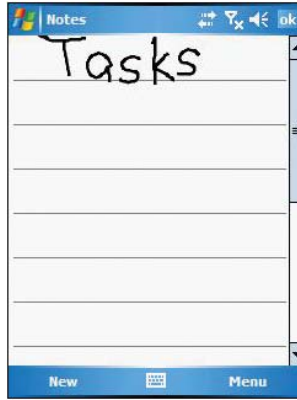


## Writing on the screen

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

To write on the screen:

- 1 In the Notes window, tap **Menu**, then **Draw**.  
This action displays lines on the screen to help you write.

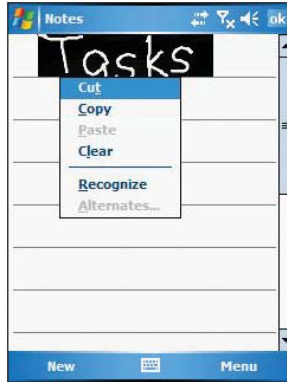


To select and edit written text:

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

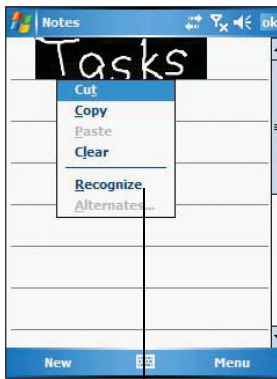
- 1 Tap and hold the stylus next to the text you want to select until the insertion point appears.
- 2 Without lifting, drag the stylus across the text you want to select.  
If you accidentally write on the screen, tap **Menu**, then **Undo Ink**, and try again.  
-or-  
Tap the text to deselect it .
- 3 You can cut, copy, and paste written text in the same way you work with typed text:
  - (a) Tap and hold the selected words.

- (b) Tap an editing command on the pop-up menu.

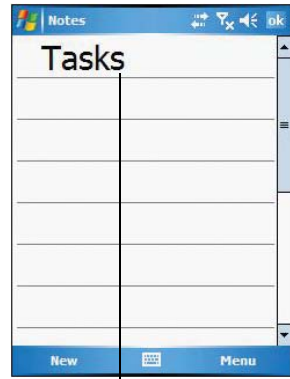


To convert writing to text:

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



Select the text you want to convert, then tap **Recognize** on the pop-up menu.



The writing is turned into text.

If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing. To do so:

- Tap and hold the incorrect word (tap one word at a time).
- In the pop-up menu, tap **Alternates**.  
A menu with a list of alternate words appear.
- Do either of the following:
  - Tap the word you want to use.
  - Tap the writing at the top of the menu to return to the original writing.

## 4 Entering Data

### *Drawing on the screen*

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#### Conversion Reminders

- Hyphenated and foreign words that use special characters such as accents and some punctuation cannot be converted.
- If you add writing to a word to change it (such as changing a "3" to an "8") after you attempt to recognize the word, the writing you add is not included if you attempt to recognize the writing again.

#### Tips for getting good recognition

- Write neatly.
- Write on the lines. Write the cross of the "t" and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the Tools menu.
- Write the letters of a word closely and leave big gaps between words so that your device can easily tell where words begin and end.

## Drawing on the screen

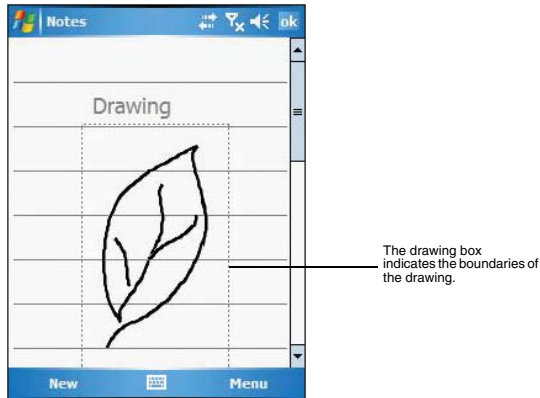
You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

To create a drawing:

- 1 Draw a triangle on the screen.

A drawing box appears.

- 2 Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines are treated as writing.



You may want to change the zoom level so that it is easier to work on or view your drawing. Tap **Menu**, then **Zoom** and select a zoom level.

To select a drawing:

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

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

To edit a drawing:

- 1 Tap and hold the selected drawing.



- 2 Tap an editing command on the pop-up menu, or tap **Menu**, then select an Edit command.

## Recording a message

In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message.

- In Calendar, Tasks, and Contacts, you can include a recording in an item.
- In Notes, you can either create a stand-alone recording or include a recording in a written note.
- In Phone, you can create a recording during a call.
- In Messaging, you can add a recording to an email message.

To create a recording in Notes:


- 1 Tap  **Programs**, then **Notes** .


If you want to include the recording in a note, open the note first.

- 2 Tap **Menu**, then **View Recording Toolbar**.

- 3 Position your device's built-in microphone near your mouth or other source of sound.

You can also use the microphone in the stereo headset/single earbud headset bundled with your device to create a recording.

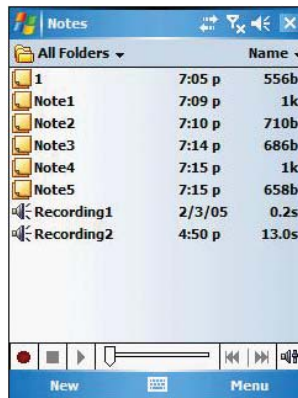
- 4 On the Recording toolbar, tap .

- 5 Tap  to stop recording.

The new recording appears in the note list or as an embedded icon.

To play a recording:

- Tap it in the list or tap its icon in the Notes.

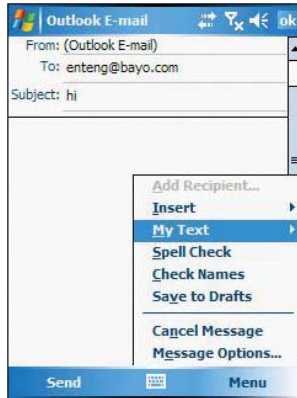


## Using My Text

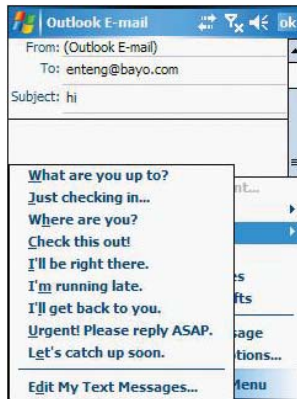
When using Messaging or MSN Messenger, use My Text to quickly insert preset messages into the text entry area.

To insert a My Text message:

- 1 Tap **Menu**, then **My Text**.



- 2 Tap a message.



- 3 Tap **OK**.



# 5 Using The Phone Function

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The phone function of your MC35 EDA boasts of standard cell phone features—such as mailbox and text messages—as well as several handy call features including Speed Dial, Caller ID, Conference Call, Call Forwarding, Call Waiting, Voice Mail and Text messages, Fixed Dialing, Call Barring, Call History, speakerphone, note taking, voice mail, and emergency number setting.

The Phone program is integrated with both Microsoft Contacts and Messaging. This means you can make a call and send email/text messages from any of these three programs. This fully integrated functionality of Phone also makes sharing contact information between programs an easier task.

This chapter shows you how to install a SIM (Subscriber Identity Module) card on your device. It also describes basic phone operations and features, as well as ways of customizing the phone function based on your preferences.

- Phone setup
- Dialer screen
- Phone operation
- Making phone calls
- Phone features
- Phone profiles
- Phone preferences


## Phone setup

### Installing the SIM card

If you wish to use the phone function, you need to first install a valid SIM card.

A SIM card is a small printed circuit board that must be installed when signing on as a subscriber in a GSM-based mobile phone like your MC35. It contains subscriber details, security information and memory for a personal directory of numbers.

To install the SIM card:

- 1 If the device is switched on:
  - (a) Press the **Power** button  to turn off the device.
  - (b) Wait five (5) seconds to allow the device to completely enter sleep mode.
- 2 Remove the battery pack. See page 12 for instructions.
- 3 Perform the following steps with the open rear panel facing you:

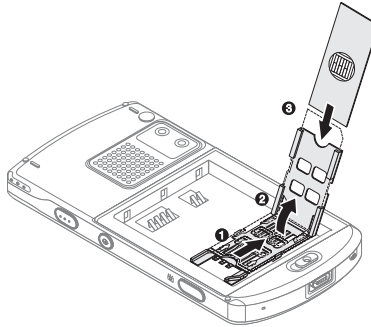
## 5 Using The Phone Function

### Phone setup

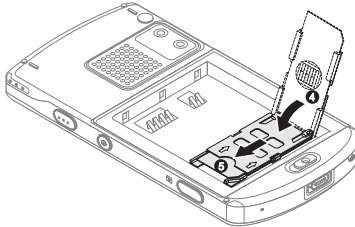
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- (a) Slide the SIM card holder to the right (1).
- (b) Lift the holder halfway from the recess area (2).
- (c) Insert the SIM card into SIM card holder (3).

Note the proper position of the SIM card—the card connector (i.e., gold area) should be facing downward with the bevelled corner fitting the lower-left corner of the recess area.



- (d) Press the SIM card holder down (4).
- (e) Slide the SIM card holder to the left to lock it into place (5).



- 4 Reinstall the battery pack. See page 2 for instructions.

The default settings for your device are programmed on the assumption that you'll be using the phone function once you've properly installed a SIM card (and in some cases, entered a PIN), you can then proceed to establishing a connection to your mobile service provider's network.

---


**NOTE:** If you're not going to install a SIM card on your device, keep the Phone program closed to minimize power consumption.

---

## Entering your PIN

After you have installed the SIM card you'll be able to activate your mobile service connection. In most cases, SIM cards are preset with a PIN (Personal Identity Number), provided by your mobile service provider, which you need to enter to establish mobile service connection.

To enter your PIN:

- 1 Tap , then **Phone** .
- 2 On the Dialer screen, enter the preset PIN from your mobile phone service provider.



- 3 Tap **Enter**.

If you consecutively enter a wrong PIN for three times, the SIM card is blocked. If that happens, you can unblock it with the PIN Unblocking Key also provided by your mobile phone service provider.



## 5 Using The Phone Function

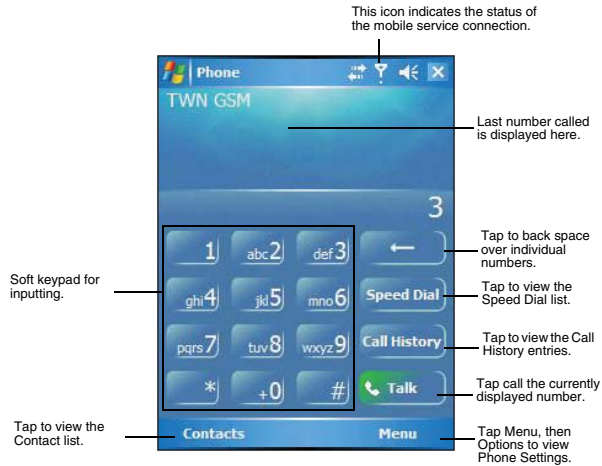
### Dialer screen

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## Dialer screen







Launching Phone opens the Dialer screen. To do this you can do either of the following:

- Tap , then **Phone** .
- On your device's front panel, press the **Send** button.














## Dialer buttons

The list below shows the actions of the Dialer screen buttons.

Icon	Description
	Tap to erase the number you entered.
	Tap to view the Speed Dial list.
	Tap to see all received, made, and missed calls.
	Tap to call the displayed number.
	Tap to end a call.
	Tap during a call to create a note for that particular call.

## Phone status icons

The list below shows the Phone-related status icons.

Icon	Name	Description
	Network search	Indicates that the device is attempting to establish mobile service connection.
	No network	Indicates that the device is not able to establish mobile service connection.
	Phone off	Indicates that the phone is off.
	In network service	Indicates that the phone is connected to a network.
	Signal status	The number of bars indicates the strength of your connection signal. As the strength of the signal diminishes — the number of bars in the icon diminishes, with no bars indicating no signal.
	Active call	Notifies you that a call is being made or there is an incoming call.
	Speakerphone	Indicates that the speakerphone mode is enabled. For more information on activating the speakerphone, refer to page 54.
	Missed call	Indicates that you have a missed call.
	Unread message	Indicates that you have unread text or email message(s), as well as voice mail notification(s).
	Bluetooth	Indicates that the Bluetooth wireless technology is on.
	Bluetooth audio	Indicates that the device is connected to a Bluetooth-enabled headset.

## Phone operation

### Turning the phone function on and off

If you have turned the phone function off, removed and then reinstalled the SIM card, the connection to your mobile service provider's network is not automatically enabled. You have the option to just use the device's PDA features or you can reestablish the mobile service connection.

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**IMPORTANT:** In many countries it is required by law to turn off cell phones when boarding commercial flights. Turning off your MC35 does not turn off the device's phone function; you must use the Wireless Manager to turn off the phone.

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## 5 Using The Phone Function

### **Phone operation**


---

To turn on the phone function:


- 1 Launch the Wireless Manager application by doing either of the following:
  - On the Today screen, tap the Wireless Manager icon.




Tap to launch the  
Wireless Manager.




- 2 On the Today screen, tap the signal icon  on the upper right corner of the screen, then from the Phone callout, tap **Wireless Manager**.



This icon  changes indicating your device is getting ready to search for a mobile connection. This may take a few seconds. During connection,

the icon changes to  then to  and  once a mobile connection is established.


To turn off the phone function:

- 1 Launch the **Wireless Manager** application by doing either of the following:
  - On the Today screen, tap the **Wireless data** program icon.
  - On the Today screen, tap the signal icon  on the upper right corner of the screen, then from the Phone callout, tap **Wireless Manager**.
- 2 On the **Wireless Manager** screen, tap **Phone** to turn off phone function.



### Erasing number input

If you entered a wrong phone number when dialing, you can either backspace to erase individual digits or you can delete the entire phone number

- Tap  to backspace over digits.
- Press the Backspace key on the QWERTY keypad.

### Answering a call

- Tap **Answer** or press the **Send** button.

### Rejecting a call

- Tap **Ignore** or press the **End** button.  
Depending on your mobile service subscription, either a busy tone is sent out, or the call is forwarded to your voice mailbox.

### Ending a call

- Tap the **End** button on the Dialer keypad or press the **End** button.

## 5 Using The Phone Function

### *Phone operation*


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### Adjusting the phone volume

To adjust the phone volume, you must do it during a call. If you adjust the volume at another time it only affects the level of the system sounds (i.e., ring and notification alerts, .wmv/MP3 playback).




To adjust the phone conversation volume:

- 1 Tap  on the navigation bar or press the volume key down to bring up the In Call callout.
- 2 Drag the slider to adjust the phone volume.


### Using the speakerphone

To attend to phone calls, attach the single earbud headset or activate the speakerphone mode. The speakerphone function allows you to talk hands-free and/or let other people listen to the caller.

To enable speakerphone mode:

- Press and hold the **Send** button or press the Speaker On screen button until the speakerphone turns on as indicated by the appearance of the **Speakerphone** icon  on the navigation bar.

To disable speakerphone mode:

- Press and hold the **Send** button or Speaker On screen button again until the **Speakerphone** icon  disappears from the navigation bar.

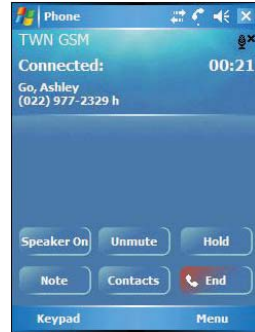
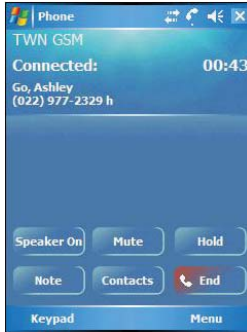
### Muting a call

During a call you can mute the microphone so that the person with whom you are speaking cannot hear you, but you can still hear him or her. This is useful if, for example, you do not want the other person to hear a conversation or background noise on your side of the call.



To mute a call:

- During a call, tap the **Mute** button on the dialer keypad to toggle the mute function on and off.





The mute icon  is displayed on the Dialer screen's entry area to indicate that the mute function is enabled.


## Making phone calls

The integrated nature of your device's phone function lets you make calls in a variety of ways across different applications. You can make a call by:

- Manually entering a phone number using the Dialer keypad.
- Accessing numbers using Speed Dial, Call History, Microsoft Contacts or SIM Manager.

Once a call has been initiated this icon  changes to  indicating an active call.

### Making a call using dialer

- 1 On the Dialer keypad, tap the phone number you want to call.
- 2 Tap **Talk**  or press the **Send** button .

This icon indicates a call is being made and the strength of the signal.

The number being called is displayed here.



Tap to terminate the call.