Making a call using Microsoft Contacts
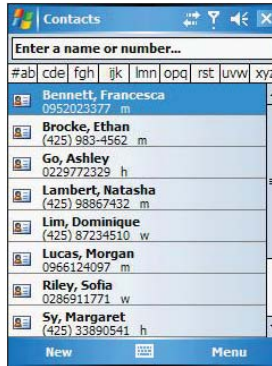
There are several ways to make a call in Contacts. In this section, only the method using the hardware buttons is described. For instructions on other methods, see page 120.

1   Tap 🎤, then **Contacts** 🔲.

Contacts opens to the contact list.

2   Type a name or number, or move the joystick up or down to scroll through the contact list and select the contact you want to call.

3   Press the **Send** button twice—once to launch Phone and another to make the call. The call will be made to that contact's priority number.

Making a call using Speed Dial

Speed Dial is a list you create for numbers you call regularly. Only numbers stored in Microsoft Contacts can be added to this list.

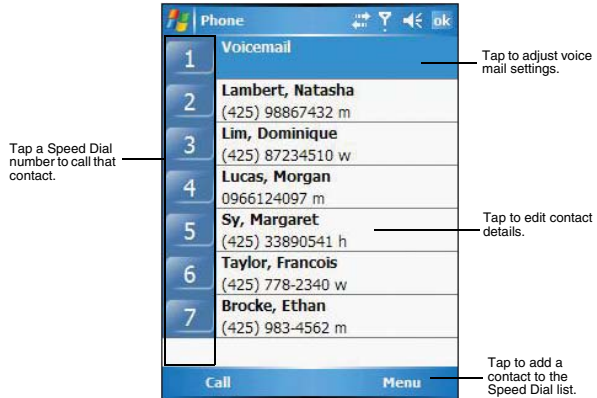To make a call using Speed Dial:

You can make a call in two ways:

•   By memorizing a phone number's position in the Speed Dial list, you can dial the number by entering its location number.

In the picture above, Natasha Lambert is at position 2. To dial her number, tap and hold 2 on the Dialer keypad until you hear a beep.

If a number holds a position of 10 or higher tap the first number, and then tap and hold the second to dial. For instance, to call the number in position 12, tap 1 then tap and hold 2.

- Alternatively, if you don't remember the position of a number in the Speed Dial list follow the steps below:

  (a) Tap **Speed Dial** [Speed Dial].

  (b) On the Speed Dial window, press the joystick to go through the list to find the number you want to call.

  (c) Once the number is selected, you can either press the joystick or the **Send** button to initiate the call.

Tap to adjust voice mail settings.

Tap a Speed Dial number to call that contact.

Tap to edit contact details.

Tap to add a contact to the Speed Dial list.

Making a call using Call History

Call History is a record of all incoming, outgoing, and missed calls.

1 Tap **Call History** [Call History].
2 Find the number you want to call. You can select a call category—All Calls, Missed, Outgoing, Incoming, and By Caller—by tapping the pick list in the top-left corner of the screen.
3 Once the number has been selected, make the call by doing any of the following:
   - Press the joystick.
   - Press the **Send** button .

• Tap the category icon on the left of the selected number.

Tap a category icon to call the number opposite it.
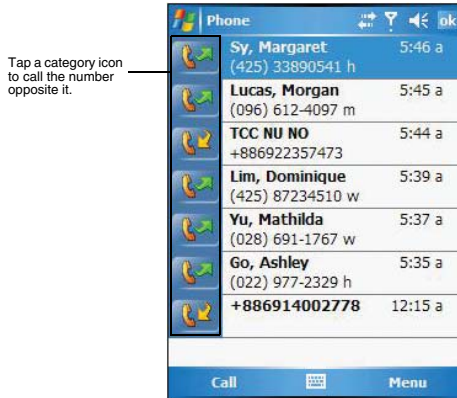
Making a call using SIM Manager

SIM Manager is a program you can use to view and manage the contents of your SIM card.

1   Tap , then **Settings**.

2   On the System tab, tap **SIM Manager** .

Wait for the SIM card contents to load.

3   Select the number you want to call.

4   Once the number has been selected, make the call by doing any of the following:

•   Press the joystick.
•   Press the **Send** button.
•   Tap and hold the selected number, then select Call from the pop-up menu.

Making a call from a Bluetooth-enabled headset

You can use a Bluetooth-enabled headset with your device when you create a partnership between your device and the headset.

1   Make sure that the two devices are turned on, discoverable, and within close range.

2   Tap [icon], then **Settings**.

3   On the Connections tab, tap **Bluetooth** [icon].

4   On the Devices tab, tap **Add new device**.

Your device will search for other Bluetooth devices and displays them in the device list.

5   Tap the name of the Bluetooth-enabled hands-free device in the list, then tap **Next**.

6   If you want to use a passcode, enter the alphanumeric passcode for the Bluetooth-enabled hands-free device, then tap **Next**.

You can find the passcode in the manufacturer's documentation for your hands-free device.

7   Tap **Finish**.

8   Select the check box for the Hands Free service, and tap **Finish**.

Making an International call

For making a call to an overseas number that is not stored either in your SIM card or on your device, follow the steps below.

1   Tap and hold the 0 key until the '+' sign appears.

"+' replaces the international number prefix '00'.

2   Enter the full phone number you want to dial.

It includes the country code, area code (without the leading zero), and phone number.

3   Tap **Talk** [icon] or press the **Send** button.

Making an emergency call

MC35 supports the international emergency number 112, and for US/Canada residents, the emergency number 911 as well. You can call these numbers for emergency police, fire, and medical assistance.

Generally, you can make a call to these emergency numbers, with or without a SIM card installed on your device, as long as a mobile phone service network is available in your area. However, some mobile phone service providers may require that a SIM card is inserted, and in some cases that the PIN has been entered as well, before an emergency call can be made. Contact your mobile service provider for the requirements applicable to your mobile subscription.

To make an emergency call:

1   Dial the emergency number by using Dialer.

   •   For international emergency calls, dial 112.
   •   For US/Canada emergency calls, dial 911.

2   Tap **Talk** [Talk] or press the **Send** button.
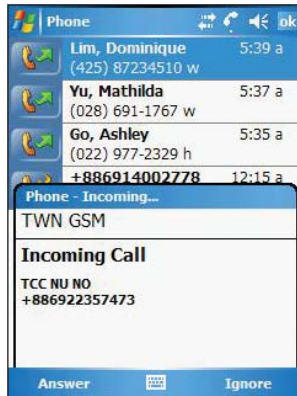
Phone features

Flexibility is a hallmark of your device's phone function. This is best exemplified in such features as Call Notification, Call Hold and Conference Call, which allows you to attend to more than one call simultaneously—all with a simple tap of your stylus.

Variety is another hallmark of your device's phone function. This is implemented in such range of features as Call Notes, text/email messaging, Voice Mail, and Contacts Integration.

Call notification and identification

The Call Notification feature lets you know if another person is trying to call you when you are talking on the phone. When this happens the following callout appears.

The Caller Identification feature matches the incoming call number with those stored in Contacts so you know who is calling you.

Call hold

After being notified of an incoming call while already on the phone, you can choose to reject a call by tapping the Ignore button on the Call Notification callout, or you can use the Call Hold feature to attend to both calls.

To put a call on hold:

*   On the Call Notification callout, tap **Answer** to take the incoming call and put the original one on hold.

To swap between calls:

*   To shift between two callers tap **Menu**, then **Hold**.

Conference call

With the Conference Call feature you can create a conversation line between several callers. You can either, put a call on hold, then dial another number and wait for it to be picked up; or accept an incoming call when you already have one in progress.

To set up a conference call:

*   During a call with two active numbers, tap **Menu**, then **Conference**.
    If the conference connection is successful the word Conference will appear in the input area of the Dialer screen.

To add additional people to a conference call:

You can connect up to six (6) callers at a time in a conference call.

1   During an active conference call, tap **Menu**, then **Hold**.
2   Key in the new number.
3   Tap **Resume** to return and continue with the conference call.
4   Repeat steps 1-3 to add more people in the conference call.

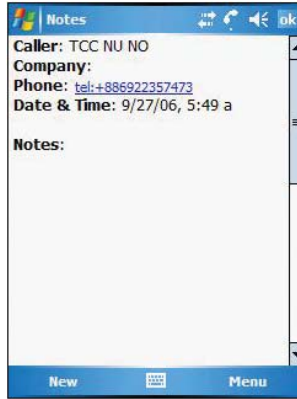## Call notes

The Call Notes feature allows you to create a written or recorded note during a call. The call note will be saved as an attachment to your call as viewed in Call History.

To create a call note:

1   During an active call, tap **Note** on the command bar.

2   In the Notes window, use any of the input methods to compose your call note.


3   After you finished your call note, tap **OK**.

To view a call note:

You can view call notes either from the Call History window or from the Notes program.

•   From the Call History window:

(a)   Tap **Call History** `Call History` .

(b)   Select a log item marked with this icon .

(c)   Tap and hold the selected log item, then tap **View Note** from the pop-up menu.
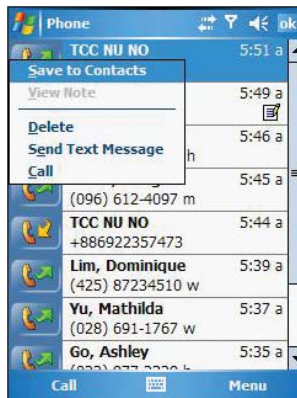
- From Notes:

  In the Notes window, tap the call note from the list.

  A call note's label corresponds to the name or phone number of the related contact.
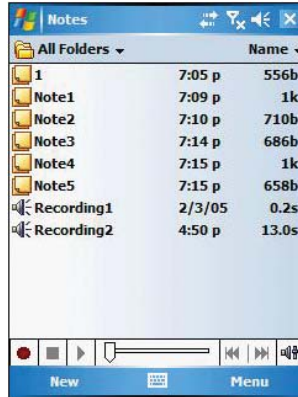

Text messaging service

Just like a regular mobile phone, you can send and receive text messages using your device. Your account is automatically setup in Inbox when you activated your mobile service subscription.

To view a text message:

You can view a text message whether the phone function is on or off.

- When the phone function is on, you can view a text message from its notification callout:

  Tap the text message notification icon on the navigation bar to display the message.
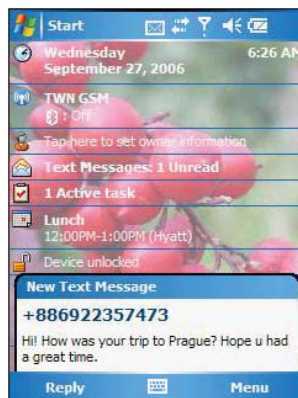
The Caller Identification feature matches incoming text message numbers with those stored in Contacts so you know who is sending you a message. Furthermore, the "New Text Message" callout gives you the option to call the sender or save, dismiss, or delete the message.
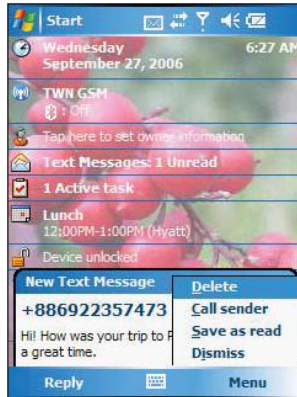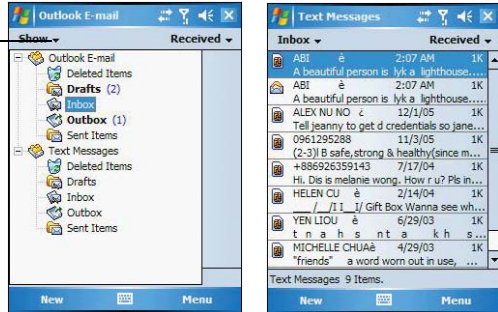

- When the phone function is off, you can still view received text message in Messaging:

    (a)   Tap , then **Messaging** .

    (b)   Tap the pick list on the top-left corner to display the navigator panel.

    (c)   Tap **Inbox**.
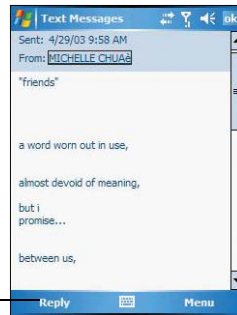
(d)   In the message list, tap a text message.

Tap to display the navigator panel.

Tap to reply the message.

NOTE: If the phone function is turned off and you tried to call the sender, send a reply, or forward the message, you will be prompted to turn the phone function on.
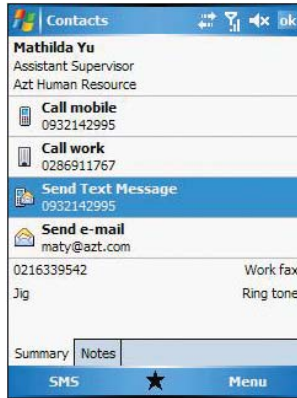
To send a text message:
1   On the Dialer screen, tap **Menu** , then **View Contact**.

The contact's information is displayed.

2   Tap the **Summary** tab, then tap **Send Text Message**.

Or, tap **Menu**, then **Send Text Message**.

3   In the To field, enter the SMS number of one or more recipients, separating them with a semicolon. You can do this in two ways:

- Manually enter the SMS number using any of the input panel options.
- Tap the To field or Address Book to display the contact list, then tap a contact from the list.

  Tap the To field or Address Book again to hide the contact list.

4   Compose your message.

The auto-correct feature automatically fixes common spelling errors as you type so your messages are more accurate.

The character counter lets you see and control the size of the message as you compose.

If you want to know if your text message was received, tap **Menu**, **Message Options**, then select the Request SMS text message delivery notification check box.
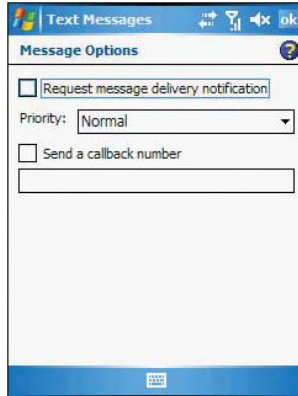
5   Tap **Send** when you've finished the message.

If the phone function is turned on, your text message will be immediately sent out. If it's off, you will be prompted to turn on the phone function. If you do so, the message will sent out; otherwise when you tap **OK**, the message will be saved in the Drafts folder and you can send it out later.

Voice mail

With the voice mail service you need not miss a message when you miss a call. Unattended calls (i.e., no answer, phone function is turned off or is out of network service) or a busy line will automatically forward callers to your voice mailbox where they can leave their messages.

When you insert your SIM card into your device, it will automatically detect and set as default the voice mailbox number provided by your mobile service provider. By default, the first Speed Dial location is assigned to your voice mailbox.
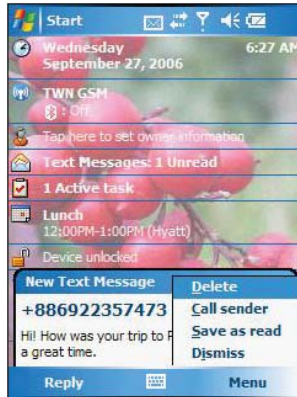
To retrieve your voice mails:

•   Tap and hold the [1] button on the Dialer keypad.
Your voice mail retrieval number is automatically dialed.

- Tap the New Text Message Notification icon ✉ informing you of the new voice mail, then tap **Menu**, then **Call sender** from the "New Text message" callout.

Contacts integration

Your device's phone function is integrated with other applications making it easy for you to share contacts—phone numbers—between programs. Listed below are the places where contacts can be stored on your device:

- Microsoft Contacts

  Your contacts list contains phone numbers that you can use in Phone.

- Your SIM card

  You interchange your SIM card between your MC35 and another device; while using the other device you can create new contacts on the SIM card.

- Call History

  New contact numbers can be found in incoming or missed calls.

Sharing contacts in Microsoft Contacts

Below are several advantages for exporting contact information to Microsoft Contacts:

- As a backup in case you lose your SIM card while using it with another device.
- If you are using your SIM with another device, you may need the numbers stored in Microsoft Contacts.
- Exporting phone numbers to Microsoft Contacts allows you to create a more detailed record.

To add contacts to Microsoft Contacts:

You can choose to create new contacts or add contacts from SIM Contacts or from Call History.

- For instructions on creating new contacts, see page 120.
- For instructions on adding Call History items, see page 69.
- For instruction on adding SIM contacts, see page 69.

To export contacts from Microsoft Contacts:

1 Do either of the following:

- Tap and hold a contact to display the pop-up menu.
- Tap a contact to select it, then tap **Menu**.

  If you do not select a contact, the first entry on the list will be exported.

2   Select the location where to export the contact.

     •   To export a contact to Speed Dial:

        (a)   Tap **Add to Speed Dial**.

              A screen appears to display the export status.

        (b)   In the next screen add the contact details.

        (c)   Select a location. You can either:

            •   Accept the default location which is the first available position in the Speed Dial list.

            •   Use the up and down arrows in the Location field to scroll and select the desired location. If you want to put a number in a position that is already occupied, the new number will overwrite the number already there.

        (d)   Tap **OK**.

Sharing contacts in SIM Contacts

SIM Contacts enable you to manage all contacts stored in your SIM card with the option to export this information to Microsoft Contacts.

To export SIM contacts:

You can choose to export individual or all SIM Manager contacts to Microsoft Contacts.

Sharing contacts in call history

Call History is a record of all incoming, outgoing, and missed calls. You have the option to export new numbers under the Incoming and Missed categories to Microsoft Contacts.

To export Call History entries to Microsoft Contacts:

1   On the Dialer screen, tap **Call History** `Call History`.

    The Incoming or Missed categories appear.

2   Tap and hold the number you want to export.

3   In the pop-up menu that appears select **Save to Contacts**.

4   On the Contact screen add additional contact details.
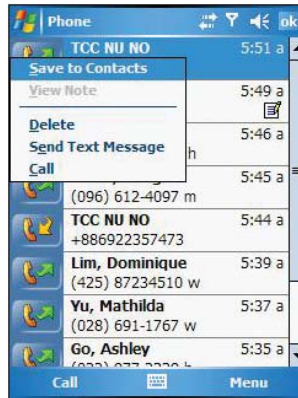
5   Tap **OK** or press the joystick.

    The call details in the **Call History** for the transferred number will change to display the contact name specified.

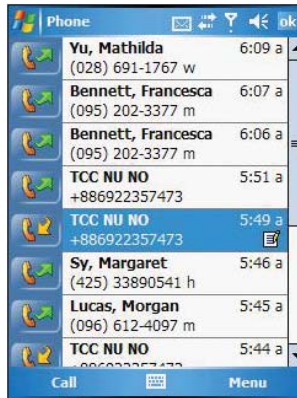## Call History

All calls made on your device are recorded in Call History. It provides the time and duration of all incoming, outgoing, and missed calls, and a summary of total calls. You can refer to it to access any notes taken during a call. You can also set a limit on the number of entries or delete them as necessary to save memory space.

To view Call History:
On the Dialer screen, tap **Call History** Call History.

To change the Call History view:
You can limit the number of entries that appear on the Call History list according to specific criteria, such as All Calls, Missed, Outgoing, Incoming, or By Caller.

1   On the Dialer screen, tap **Call History** Call History.
2   Tap **Menu**, **Filter**, then select a different view. For example, you can view only missed or incoming calls. When you filter By Caller, you see a list of all contacts on your device who have a phone number assigned to them.
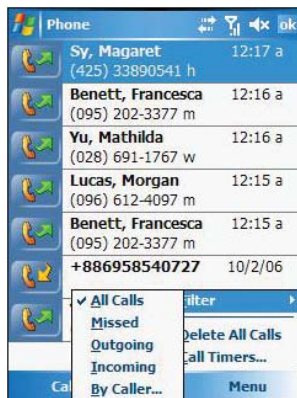
The Call History list can be filtered according to the following criteria.

Category	Description
All Calls	Shows all calls made to and from your device in a chrono-logical order.
Missed	Shows calls made to your device that were not answered.
Outgoing	Shows all calls made from your device.
Incoming	Shows all calls made to your device.
By Caller	Shows all calls made to and from your device in an alpha-betical order based on caller ID.

Call details

Call History allows you to check the date and time a call was made, as well as the duration.

To view call details:
• Find the call you are interested in, then tap it once.
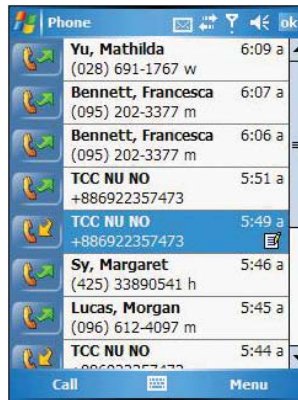
Call history limit

To minimize the memory space occupied by the Call History items, you can set a limit for the number of entries retained after a specific period of time. You can also delete items that you no longer need.

To set the Call History limit:

1   From the command bar, tap **Menu**, then **Call Timers**.
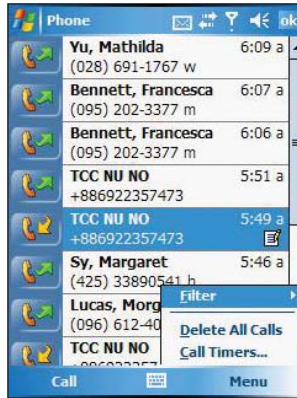
2   On the Call Timers window, tap the "Delete call history items older than" pick list, then, tap a time period option.

Tap to select a basis for the call history limit.
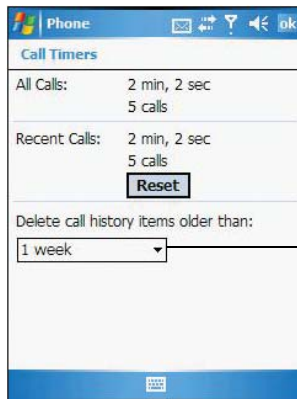
3   Tap **OK**.

To delete individual Call History entries:

•   Tap and hold the entry you want to delete, then from the pop-up menu, select **Delete**.

To delete all Call History entries:

•   From the command bar, tap **Menu**, then **Delete All Calls**.

Phone profiles

Your device supports five types of preset profiles. These preset profiles allow you to personalize the tone, image, and profile expiration time settings of your device, and to activate a profile for different events and environments.

To activate a profile:

1   Tap [icon], then **Settings**.

2   On the System tab, tap **Phone Profiles** [icon].

3   Select a profile setting.

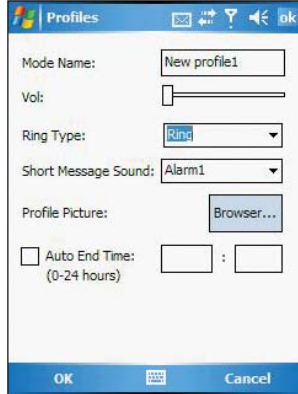4   Tap **Menu**, then tap **Active**.

To create a new phone profile:

1   Tap [icon], then **Settings**.

2   On the System tab, tap **Phone Profiles** [icon].

3   Tap **New**, then tap **Yes**.
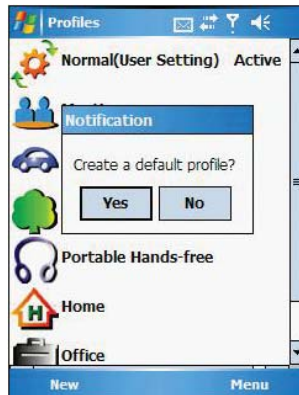
4   In the next screen, define the phone profile settings.

5   In the next screen, define the phone profile settings.

- Enter a profile name.
- To set the ring volume for incoming voice calls and messages, press the Volume key up or down.
- To select a ringing option for incoming voice calls, tap the Ring Type drop-down menu.
- To select a ringing option for incoming messages, tap the Short Message Sound drop-down menu.
- To set a phone profile image, tap Browse.
- To activate a profile for a certain amount of time, up to 24 hours, enter the hours and minutes in the text box.
- To select a ring tone for incoming calls and messages, tap Advance, then on the Incoming tab, select a ring tone.
- To activate a profile for a certain amount of time, up to 24 hours, enter the hours and minutes in the text box.
- To set an alarm, display message, phone to vibrate or flash indicator for incoming voice calls and messages, tap Advance, then on the Reminders/Message tab, select all check boxes.

6   Tap **Ok**, then **Ok** again.

To personalize the profile:

1   Tap a profile setting that you want to change.
2   Tap **Menu**, then tap **Edit**.
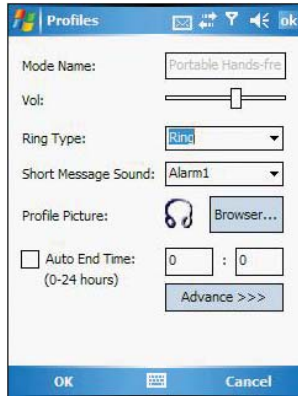
3   Define settings for the new profile.
4   Tap **OK**.

To delete a profile:

1   Tap a profile setting.
2   Tap **Menu**, then tap **Delete**.
3   Tap **Yes**, then **OK**.

Phone preferences

You can configure most features of the phone function to suit your preferences. You do this by accessing the Phone option under Settings.

To access Phone settings:

•   From the Dialer screen's command bar, tap **Menu**, then **Options**.
    - or -
    From any other screen, tap [icon], **Settings**, **Personal** tab, then tap **Phone**.

    The Phone Settings window has three tabs—Phone, Services, and Network. Refer to the following sections for the configuration options available for each tab.

Phone tab

Configure sound and security settings in this tab.
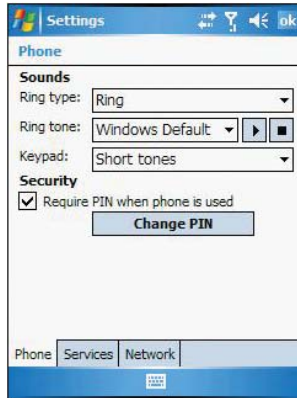
Configuring ring type, ring tone, and keypad sounds

• Under the Sounds option, tap the pick list for each field, then select your choice from the drop-down menu.
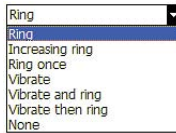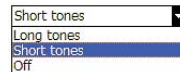
Ring Type   Ring Tone   Keypad Sounds

To download ring tones:

For a more personalized ring tone, you can choose to download additional sound files to your device. File formats supported include .wav and mono .midi formats. You can download sound files in several ways, including:

• Via synchronization using ActiveSync
• Via Internet access using Internet Explorer Mobile
• Via IR transfer
• Via Bluetooth
• Via WiFi

To listen to a ring tone:

• Select the ring tone file you want to play, then tap the **Play** button. To stop ring tone playback, tap the **Stop** button.

Configuring your PIN

Under the Security options, you can change your PIN and have it enabled or disabled.

To enable your PIN:

• Select the "Require PIN when phone is used" check box.

To disable your PIN:
• Deselect the "Require PIN when phone is used" check box.

To change your PIN:
1 Tap the **Change Pin** button. The Dialer screen will be displayed.
2 Enter the old PIN, input a new one, then retype it for confirmation.

Services tab

Configure the different phone services in this tab—Call Barring, Caller ID, Call Forwarding, Call Waiting, Voice Mail and Text Messages, and Fixed Dialing.
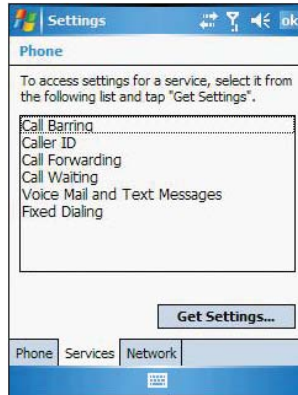
NOTE: The availability of some of the phone services described in this section may depend on your mobile service subscription. Contact your mobile service provider for information.

Call barring

You have the option to block calls in specific situations.

To enable or disable call barring:
1 Tap **Call Barring** from the services list.
2 Tap the **Get Settings** button (retrieving settings may take a few minutes).
3 In the next screen, define the call barring settings.
   • Block incoming calls
       • All calls - to prevent any calls from coming through
       • When roaming - to block incoming calls when in phone service is in roaming status
       • Off - to accept all incoming calls
   • Block outgoing calls
       • All calls - to prevent any calls from being made from your device
       • International - to block outgoing international calls
       • International except to home country - to block all outgoing international calls other than those being made to the set home country

- Off - to disable call barring for all outgoing calls
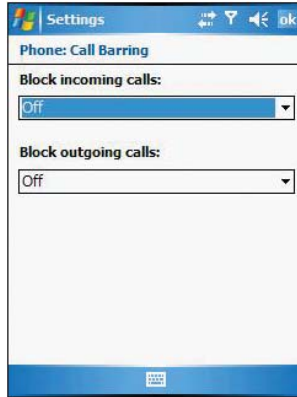
4   Tap **OK**.

Caller ID

When this service is enabled and you make a call, your phone number will be displayed on the phone screen of the person you're calling.

To enable or disable Caller ID:

1   Tap **Caller ID** from the services list.

2   Tap the **Get Settings** button (retrieving settings may take a few minutes).

3   In the next screen, define the caller ID settings.
- Everyone - to enable Caller ID, or
- No one - to disable Caller ID
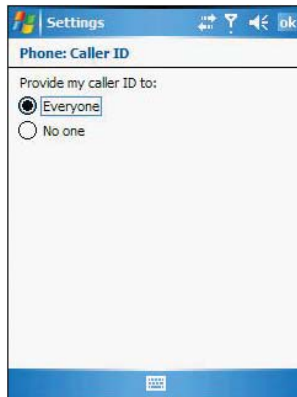
4   Tap **OK**.

Call forwarding

This service allows you to forward incoming calls to another phone number. You can choose to forward all calls to the same number or specify a number based on the following conditions:

- Unavailable - the phone function is turned off or is out of network service
- Busy - when you are attending to a phone call
- No answer - when you are not answering your phone calls

To enable or disable call forwarding:

1 Tap **Call Forwarding** from the services list.

2 Tap the **Get Settings** button (retrieving settings may take a few minutes).

3 In the next screen, follow these steps to enable or disable call forwarding:

- To enable call forwarding:
    - Tap the "Forward all incoming calls" check box, then specify the call forward phone number on the To field.

        - or -

    - Tap the check box for one or all particular conditions, then specify the call forward phone number on the box opposite it.

- To disable call forwarding, deselect all the check boxes.
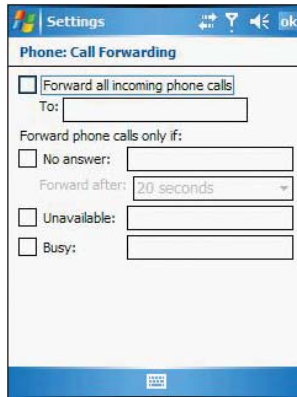
4. Tap **OK**.

Call waiting

This service allows you to receive another call during an active call.

To enable or disable call waiting:

1 Tap **Call Waiting** from the services list.

2 Tap the **Get Settings** button (retrieving settings may take a few minutes).

3 In the next screen, define the call waiting settings.

- Notify me - to enable call waiting, or

• Do not notify me - to disable call waiting
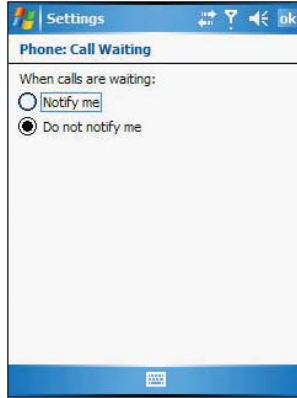
4   Tap **OK**.

Voice mail and text messages

By default your device will automatically detect and set the voice mail and text messages access numbers provided by your mobile service provider. You can view these numbers for your reference.

To view voice mail and text messages numbers:

1   Tap **Voice Mail and Text Messages** from the services list.

2   Tap the **Get Settings** button (retrieving settings may take a few minutes).

Fixed dialing

This service allows you to set predefined numbers or prefixes that you would like to call.

To create fixed number entries:

1   Tap **Fixed Dialing** from the services list.
2   Tap the **Get Settings** button (retrieving settings may take a few minutes).
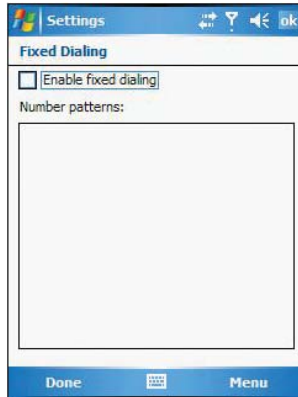
3   Tap the Enable fixed dialing check box, then tap **Done**.
4   Enter the PIN2, then tap **Done**.
5   Enter the phone number, then tap **Done**.
6   Enter a new name, then tap **Done**.
7   Enter a position, then tap **Done**.

To edit entries:

1   Tap **Fixed Dialing** from the services list.
2   Tap the **Get Settings** button (retrieving settings may take a few minutes).
3   Select the number pattern, then tap **Menu**.
4   Tap **Edit**, then enter PIN2 and tap **Done**.
5   Enter the new number, name, and position, then tap **Done**.

Network tab

This tab allows you to configure settings related to mobile service networks. The currently activated network is indicated on the first line of this tab.
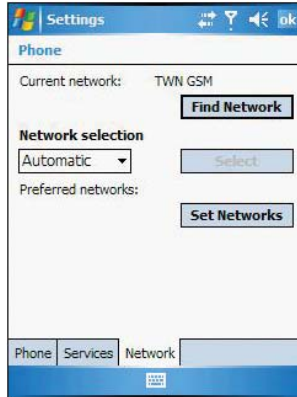
To find a network:

Do this when the network status is currently out of network service and you want to conduct a search.

• Tap the **Find Network** button (search process may take a few minutes).

To select a network:

Set the mode for conducting a network search.

• Under the Network selection drop-down menu, tap either **Automatic** or **Manual**. Rete rieving network settings may take a few minutes if you select Manual.

To set preferred networks:

If there are many mobile phone service providers available in your area, you can configure this function to select your preferred ones and set its priority level.

1 Under the Preferred networks list, tap the **Set Networks** button.

2 To include a listed network as a preferred network, tap the check box opposite it.

3 To set the priority level, tap a preferred network, then tap the **Move Up** or **Move Down** buttons.

6 Customizing Your MC35

You can customize your MC35 EDA based on your personal requirements and preferences as well as depending on your usual work modes. Customize your device by either adjusting the device settings or by adding/removing programs.

- Adjusting settings
- Adding programs
- Removing programs

Adjusting settings

You can adjust the settings of your device to suit the way you work. Adjusting certain settings, such as backlight, auto power off timer, system volume, and processor speed, from the factory default settings may decrease your standby time.

To access Settings:

- Tap [icon], then **Settings**.

  The Settings window has three tabs—Personal, System, and Connections, each of which has its own set of options.

  The following sections show the configuration page for each Settings option. For detailed instructions on these pages, access the page from your device, tap [icon], then **Help** [icon].

Personal tab
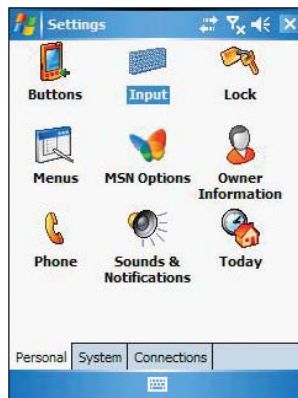
Buttons

Assign the Send/End button on the stereo headset/single earbud headset to commonly-used programs. You can also adjust the onscreen scrolling speed here.
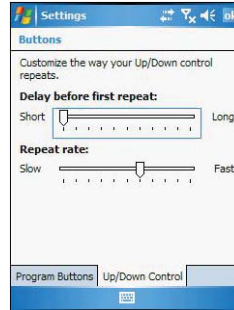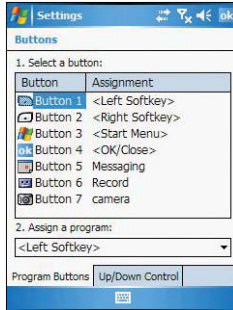
Input

Select an input method, options for word completion and other related settings.
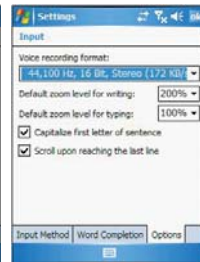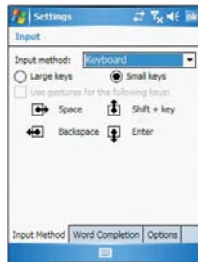
Lock

Set a password to prevent unauthorized access to your device. You also have the option to set a password hint to serve as a reminder in case you forget your password.
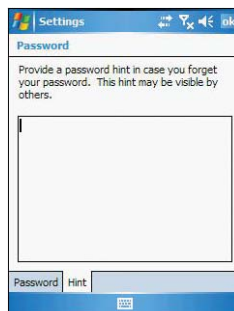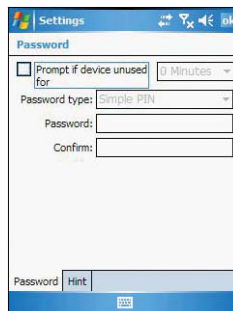
Menus

Customize what appears on the menu.
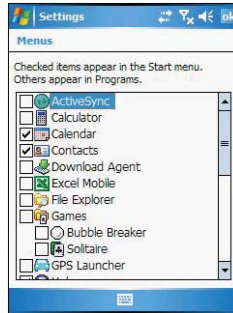
MSN Options

Set up the password and log-in setting in the MSN services. It also provides instant access to the MSN Hotmail's Inbox, MSN Messenger's Contact list, and options for customizing your Pocket MSN experience.
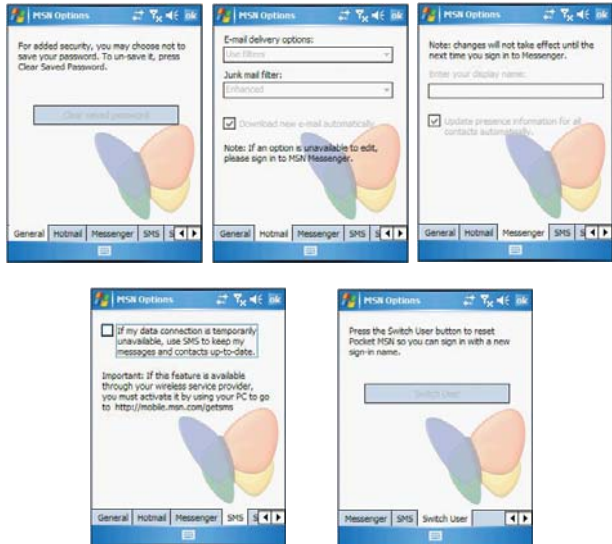
Owner Information

Enter personal information and customize text display when device is turned on.
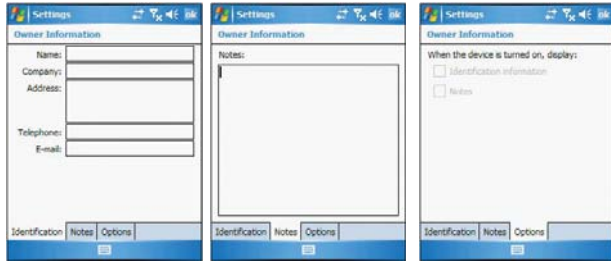
Phone

Set up the phone function of your device. For more information on this Settings option, refer to page 47.
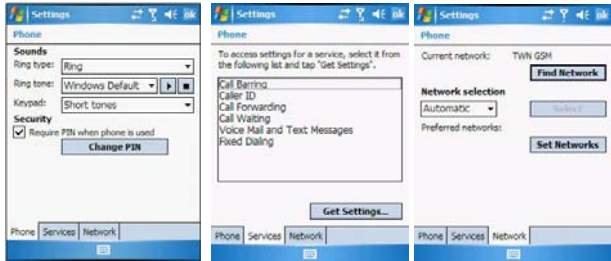
Sounds & Notification

Set the volume level for system sounds and select the types of action you want to hear sounds for. You can also define how you want to be notified about different events. Options for personalizing sound notifications are also available.
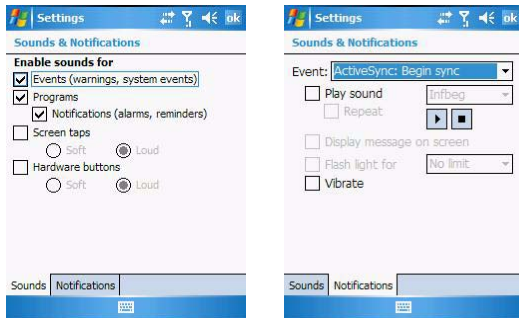
Today

Customize the look and the information that is displayed on the Today screen.
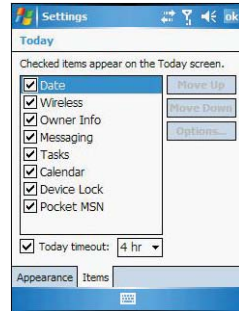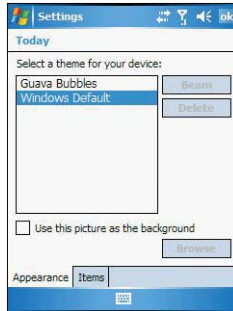
System tab
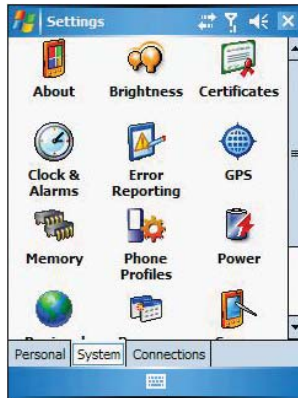
📙 About

Displays your device's version and copyright information; includes an option to define a device ID.

👓 rightness

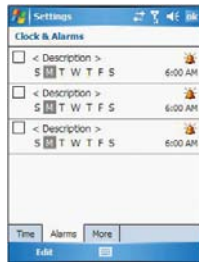Define settings for the display brightness and backlight control.
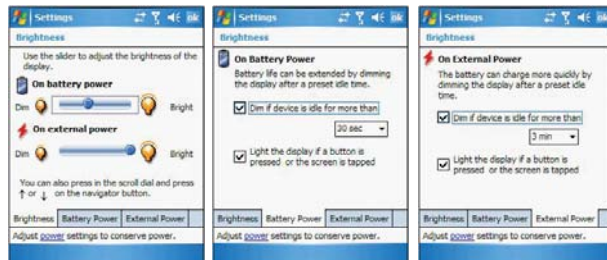
Certificates

View and manage the public key certificates available on your device.
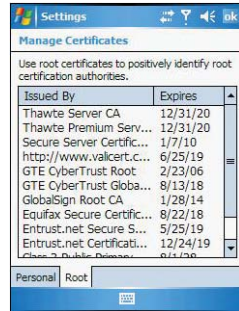
Clock & Alarms
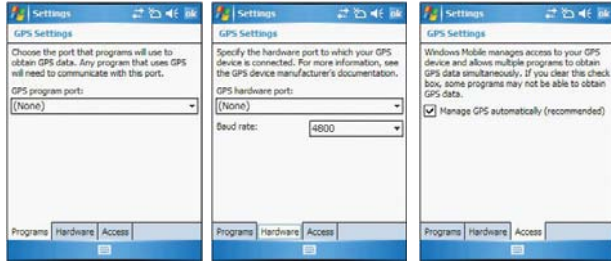
Change the time or set alarms.

Error reporting

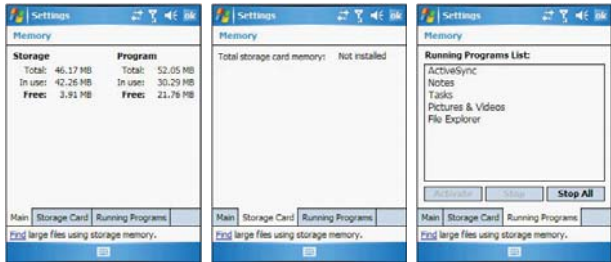Enable or disable error reporting.

🌐 GPS

Adjust the GPS settings.

💾 Memory

Adjust allocation of storage and main memory.

📱⚙ Phone Profiles

View and edit the Phone function's preset profiles for different operations mode.
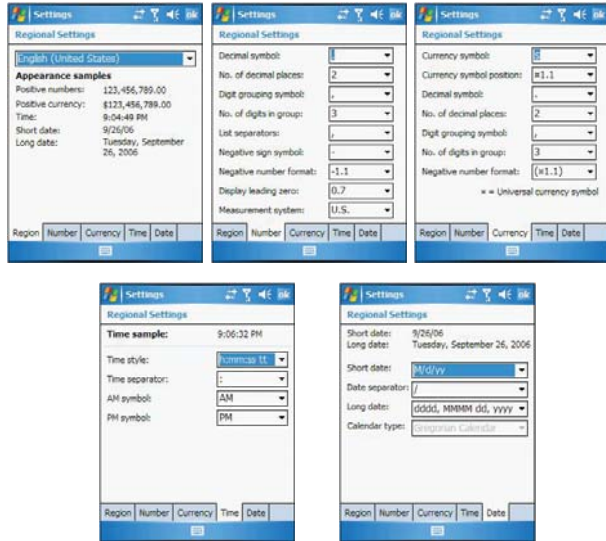
Power

View power level for both the main and backup battery. To minimize power consumption, you can define settings for the auto-off function and the processor's operation speed.

Regional Settings

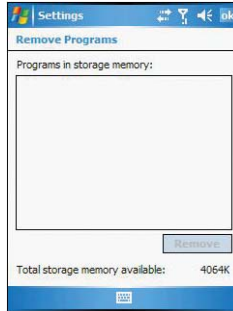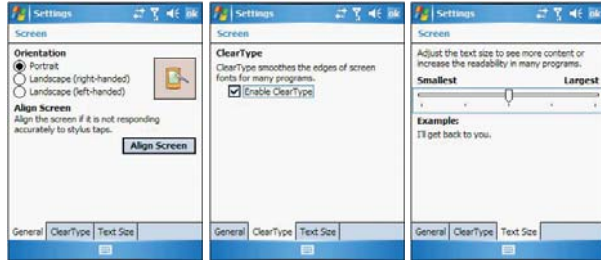Set default number and time display formats and other related options.

Remove Programs

Remove programs from storage memory.

Screen

Set the viewing orientation and text size setting. You can also recalibrate screen and enable the ClearType feature.

SIM Manager

Manage all contacts stored on your SIM card.

System Information

Displays your device's hardware and software information.

Connections tab

•꧁ Beam

Define settings for the beam function.
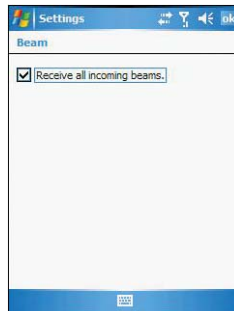
✳ Bluetooth

Use this option to configure the device's Bluetooth settings.
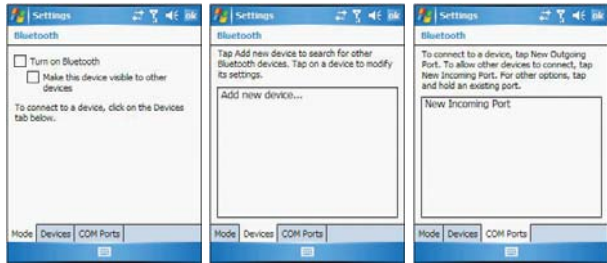
☷ Connections

Adjust settings for connecting your ISP or to a local network.
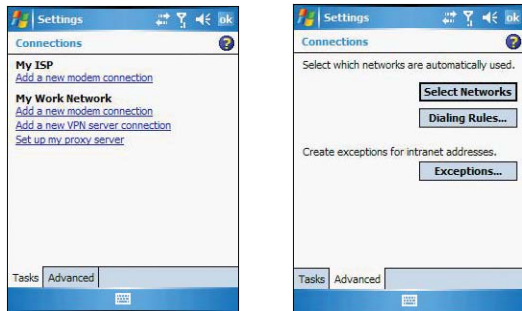
☷ Network Cards

Customize settings for your device's network adapter.
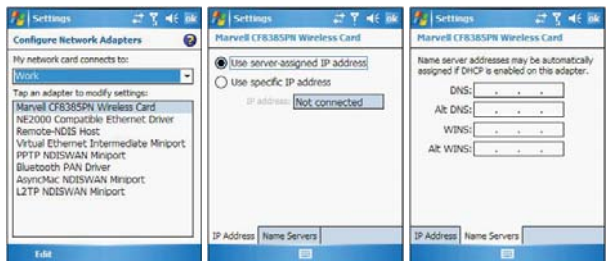
Quick GPS Connection

Enable and customize settings for the GPS connection utility.
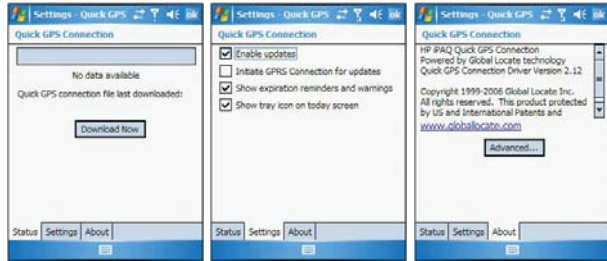
USB to PC

Enable or disable the enhanced network connectivity.
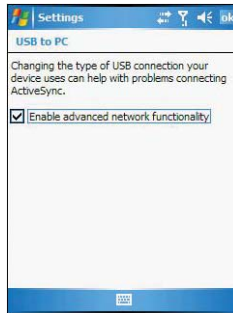
Wireless Control

Available for MC3574 models, allow you to customize wireless network connection settings and enable the WiFi (Wireless Fidelity) networking.

To configure the wireless network connection settings, tap **Network Cards** .

 Wireless Manager

Enable or disable wireless features and customize device Bluetooth and phone settings.

Adding programs

Adding programs to your device

Programs bundled with your device at the factory are stored in ROM (read-only memory). You cannot remove these programs, and you'll never accidentally lose ROM contents. ROM programs can be updated using special installation programs with a *.xip extension. All other programs and data files installed to your device after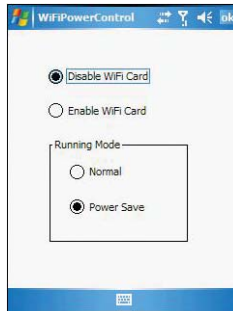 factory installation are stored in RAM (random access memory). You can install any program created for your device, as long as it has enough memory. The most popular place to find software for your device is on the Pocket PC Web site http://www.microsoft.com/windowsmobile/pocketpc/default.mspx. You can add programs to your device either by using ActiveSync or by downloading the program from the Internet.

To add programs using ActiveSync:

Before installing a program on your device, you must first install the appropriate software for your device on your computer.

1. Determine your device and processor type so that you know which version of the software to install.

    (a) Tap , then **Settings**.

    (b) On the System tab, tap **About** .

    (c) On the Version tab, make a note of the processor information.

2. Download the program to your computer (or insert the CD or disk that contains the program into your computer).

    You may see a single *.xip, *.exe, or *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for a Pocket PC and your device's processor type.

NOTE: Read any installation instructions, Read Me files, or documentation that come with the program. Many programs provide special installation instructions.

3. Connect your device to your computer.

4   Double-click the *.exe file.

   •   If the file is an installer, the installation wizard will begin. Follow the directions on the screen. Once the software has been installed on your computer, the installer will automatically transfer the software to your device.

   •   If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You will need to move this file to your device. If you cannot find any installation instructions for the program in the Read Me file or documentation, use the ActiveSync Explore button to copy the program file to the Program Files folder on your device. For more information on copying files using ActiveSync, see page 28.

5   Once installation is complete, tap , **Programs**, then the program icon to launch it.

To add a program directly from the Internet:

1   Determine your device and processor type so that you know which version of the software to install.

   (a)   Tap , then **Settings**.

   (b)   On the System tab, tap **About** .

   (c)   On the Version tab, make a note of the processor information.

2   Download the program to your device straight from the Internet using Internet Explorer Mobile.

   You may see a single *.xip, *.exe or *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for a Pocket PC and your device's processor type.

NOTE: Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.

3   Tap the file, such as a *.xip or *.exe file. The installation wizard will begin.

4   Follow the onscreen instructions.

Adding a program to the Start menu

You can choose what program icons should appear on the menu based on which ones you use most often.

To add a program to the Start menu program using Settings:

1   Tap , then **Settings**.

2   On the Personal tab, tap **Menus** .

3   Select the check box for the programs you wish to add.

   If you do not see the program you want, you can either use File Explorer on your device to move the program to the Start Menu folder, or use ActiveSync on your computer to create a shortcut to the program and place the shortcut in the Start Menu folder.

To add a program to the Start menu program using File Explorer on your device:

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

2   Tap the My Device icon (tap the folder list, labeled My Documents by default, and then My Device to see a list of all folders on your device).

3   Open the path: **Windows** | **Start** | **Programs**.

4   Tap and hold the program you want to add to the menu, then tap **Cut** on the pop-up menu.

5   Open the path: **Windows** | **Start Menu**.

6   Tap and hold a blank area of the window, then tap **Paste** on the pop-up menu.

7   The program will now appear on the 🏁 menu.

To add a Start menu program using ActiveSync on your computer:

1   In the ActiveSync on your computer, click **Explore** to explore your device's files and locate the program.

2   Right-click the program, and then click **Create Shortcut**.

3   Move the shortcut to the Start Menu folder in the Windows folder.

The shortcut now appears on the 🏁 menu.

For more information on using ActiveSync, see ActiveSync Help on your computer.

Removing programs

1   Tap 🏁, then **Settings**.

2   On the System tab, tap **Remove Programs** 📅.
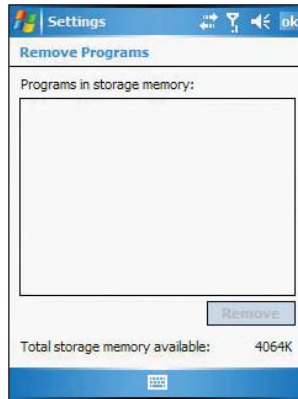
3   Tap the program you wish to remove.

4   Tap the **Remove** button.

If the program does not appear in the list of installed programs, use File Explorer on your device to locate the program:

1   Tap and hold the program.

2   Tap **Delete** on the pop-up menu.

7 Getting Connected

You can use your MC35 to exchange information with other mobile devices and connect to your computer, a network, or the Internet. You have the following connection options:

* Use the infrared (IR) port on your device to send and receive files from another IR-enabled device.
* Use Bluetooth to beam information such as files, appointments, tasks, calendar events and contacts, between devices that have Bluetooth capabilities. You can also use Bluetooth to print to a Bluetooth printer and create a connection between your device and a Bluetooth phone to use the phone as a modem.

  Once connected to the another Bluetooth enabled device or computer, you can locate and use any of the services available on the device.
* Use WiFi networking to connect to a computer, access the Internet, send and receive email and files.

  Your wireless service provider will provide the needed information for a successful connection.
* Connect to your mobile Internet service provider (ISP). Once connected, you can send and receive email messages by using Messaging and view Web or WAP pages by using Internet Explorer Mobile.

  The communication software for creating an ISP connection is already installed on your device. Your service provider will provide software needed to install other services, such as paging and fax services.
* Connect to the virtual private network (VPN) at the company or organisation where you work. Once connected, the added security of a VPN means that you can access the full resources of your company's network. For example, you can use File Explorer to access the files of computers on that network.

1 Infrared connection
2 Bluetooth connection
3 WiFi connection
4 Internet connection
5 Network connection
6 Email server connection

Infrared connection

Using infrared, you can send and receive information, such as contacts and appointments from another IR-enabled device.
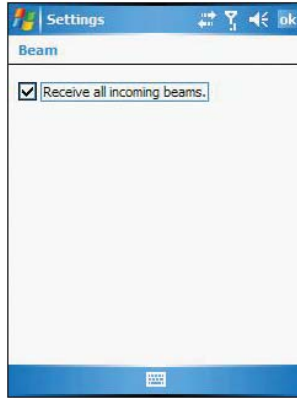
Activating the IR connection

1 Tap [icon], then **Settings**.

2 On the Connections tab, tap **Beam** [icon].

3   Tap the Receive all incoming beams check box.

4   Tap **OK**.

Sending information

1   Switch to the program where you created the item you want to send and locate the item in the list.

2   Align the IR port ⌐∠ of your device with that of the IR-enabled device so that they are unobstructed and within a close range.

3   Tap and hold the item, then tap **Beam File** on the pop-up menu.

-or-

Send items (but not folders) using File Explorer.

•   Tap and hold the item you want to send, then tap **Beam File** on the pop-up menu.
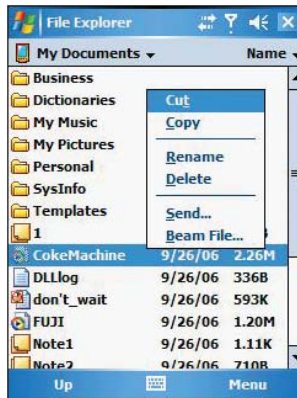
4 Select the device, then tap the **Tap to send** link.

Receiving information

1 Align the IR port ⏤∠ of your device with that of the IR-enabled device so that they are unobstructed and within close range.

2 Have the owner of the other device send the information to you. Your device will automatically receive it.

3 On the Receiving Data callout, tap **Yes**.

Bluetooth connection

Your device allows you to connect to a Bluetooth-enabled device, such as a handheld, headset, computer, or GPS accessory. Once connected you can do the following:

- Beam files and information in Calendar, Contacts, Notes, Tasks, Excel Mobile, Word Mobile, PowerPoint Mobile, and Pictures & Videos programs , to other Bluetooth-enabled device.
- Transfer an outgoing call to a Bluetooth-enabled headset.
- Wirelessly print files from a Bluetooth-enabled printer.
  An additional software needs to be installed on your device to enable you to print files to a Bluetooth-enabled printer. Contact your local dealer for more information.
- Wirelessly listen to audio files or locate and use services on a Bluetooth-enabled device.

IMPORTANT: Ensure that the two devices have Bluetooth turned on, discoverable, and within close range.

To activate Bluetooth connection

You can activate Bluetooth connection by using the followings ways:

Using Wireless Manager:

1   On the Today screen, tap the Wireless Manager icon.
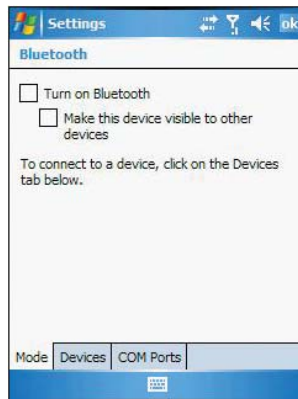
Tap to launch the
Wireless Manager.

2   On the Wireless Manager screen, tap Bluetooth to turn on the Bluetooth function.

You can tap Menu on the command bar to configure the Bluetooth settings.

Using the 🎨 menu:

1   Tap 🎨, then **Settings**.

2   On the Connections tab, tap **Bluetooth** 🔵.

3   On the Mode tab, select all the check boxes.

4   Tap **OK**.
     An active Bluetooth connection is indicated by 🔵 at the top of the screen.

NOTE: Deactivate the Bluetooth feature when you do not plan to use it for an extended time.

Creating a partnership

1   On the Connections tab, tap **Bluetooth** .

2   On the Devices tab, tap **Add new device**.

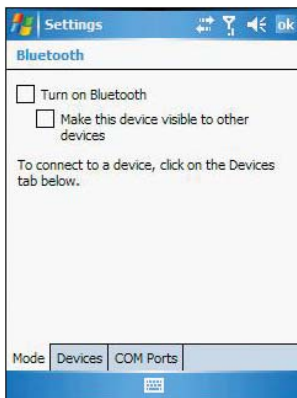Your device will search for other devices with Bluetooth capabilities and displays them in the device list.

3   Tap the name of the device in the list, then tap **Next**.

4   In the "Select services to use from this device" list, select a service.

5   If you want to use a passkey, enter the alphanumeric passkey , then tap **Next**.

    The passkey is recommended for enhanced security. Your passkey must be between 1 to 16 alphanumeric characters.

    -or-

    You can leave the passkey blank, then tap **Next**.

6   Enter the same passkey on the other device.

7   In the **Display Name**, enter a new name for the device.

8   Tap **Finish**.

9   Tap **OK**.

Sending information

1   Switch to the program where you created the item you want to send and locate the item in the list.

2   Do any one of the following:

    •   Tap and hold the item, and then tap **Beam File** on the pop-up menu.

    •   Using Pictures & Videos, tap and hold a thumbnail to display a pop-up menu of available actions, then tap **Send Image via Bluetooth**.

- Using File Explorer, tap and hold an item (but not folders), select **Beam File** on the pop-up menu.

3   Select the Bluetooth device, then tap the **Tap to send** link.

Receiving information

1   Turn on the Bluetooth function.
2   Have the owner of the other device send the information to you. Your device will automatically receive it.

3   On the Bluetooth callout, tap **Yes**.
     A Bluetooth connection with your device is indicated by ✷ at the top of the screen.

Making a call from a headset

For detailed instructions, refer to page 59.
For detailed information on how to use Bluetooth, tap [icon], then **Help** [icon].

WiFi connection

With the device's integrated WiFi (available for MC3574 models), you can scan for existing wireless network access points or hot spots. Wireless network access points or hot spots can be found in homes and office or public areas such as inside airports, restaurants, coffee shops, hotels, or other public areas. Using WiFi networking, you can connect to a computer, access the Internet, send and receive email and files.

A wireless network can be added either when the network is detected or by manually entering settings information.

NOTE: WiFi access in some areas may require a separate purchase of a service contract with a wireless service provider. You can check with a WiFi service provider for detailed information.

Enabling WiFi connection

Do either of the following:

Using the Wireless Control icon on the Today screen.

1   On the Today screen, tap and hold **Wireless Control** 📶, located on the lower right corner of the screen.
2   Select **WiFi Card**, then tap **Enable**.

Using the Settings menu

1   Tap ![icon], **Settings**, then **Connections** tab.

2   Tap **WiFi Card Setting** ![icon].

3   Select **Enable WiFi Card**, then tap **OK**.
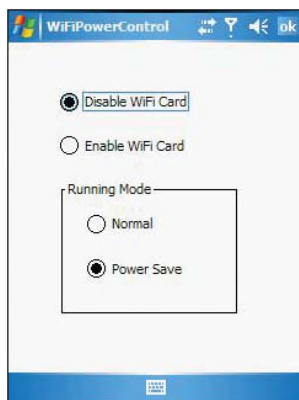
If you are in a hot spot, the detected Wireless service will be displayed on the device.
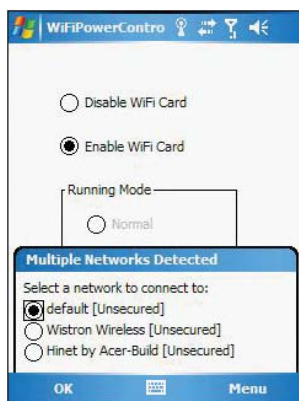
4   Select the network you want to connect to.

For more information on how to configure the wireless network settings, tap ![icon], then **Help** ![icon].

Setting up a wireless network connection

A wireless network can be added either when the network is detected or by manually entering settings information. Before doing these steps, determine if authentication information is needed.

Before performing this procedure, make sure you have the following:

• Make sure that the Internet Protocol (TCP/IP) is installed on your computer.
• Make sure the network system and remote access server in your workplace supports TCP/IP protocol
• Make sure you have remote access account. Ask your network administrator for assistance on setting up a wireless connection.
• First establish ActiveSync partnership with the MC35 using USB or Bluetooth connection.

1 Enable wireless connection. Refer to "Enabling WiFi connection" on page 109 for more information.

1 Tap , **Settings**, then **Connections** tab.

2 Tap **Network Cards** .

3 Tap the Wireless tab.

4 If there are networks already detected, tap and hold network name, then select **Connect**.

If none, tap **Add New** and follow all onscreen instructions.

5 In the Network to access drop-down list, select from the following network connection options:

• All available
• Only access points
• Only computer-to-computer

6 When finished, tap **OK**.

For more information on how to configure the wireless network settings, tap , then **Help** .

Internet connection

Your MC35 EDA allows you to connect to the Internet via GPRS (General Packet Radio Service). Once connected you can:

- Use Inbox to send and receive email messages
- Use Internet Explorer Mobile to access Web or WAP pages
- Use Windows Media Player 10 Mobile for Pocket PC to listen to streaming media

For more information on configuring your device's GPRS setting, contact your mobile ISP.

Network connection

If you have access to a network at work, you can send email messages, view Intranet pages, synchronize your device, and possibly access the Internet. You can connect to a network by creating a modem connection via a RAS account or use a network card to connect directly to an Ethernet network and access Internet, Intranet or download emails. Before you can create these connections, your network administrator will need to set up a RAS account for you. Your network administrator may also give you VPN settings.

Creating a modem connection to a network

1   Ask your network administrator for the following information:
- Dial-up access telephone number
- User name and password
- Domain name
- TCP/IP settings

2   Tap , then **Settings**.

3   On the **Connections** tab, tap **Connections** .

4   In the Connections window, tap the **Add a new modem connection** link, either in the My ISP or My Work Network list.

5   In the Make New Connection window, enter a name for the connection.

6   In the Select a modem list, select your modem type.

    If your modem type does not appear, try re-inserting the modem card. If you are using an external modem that is connected to your device with a cable, select **Hayes Compatible on COM1**.

7   Tap **Next** to continue configuring your modem connection depending on the modem type you selected.

    You need not change any settings in Advanced. Most ISPs now use a dynamically assigned address. If the ISP you are connecting to does not use a dynamically-assigned address, tap **Advanced**, then the **TCP/IP** tab, and enter the address. When finished, tap **OK**.

8   Tap **Finish** to create the new modem connection.

Email server connection

You can set up a connection to an email server so that you can send and receive email messages by using a modem or network connection and Inbox on your device. You can use multiple email accounts to receive your messages. For each email account you intend to use, first set up and name the email service. If you use the same service to connect to different mailboxes, set up and name each mailbox connection.

There are two types of email account that can be managed using your device.

- Microsoft Outlook
  Using Microsoft Outlook, your Inbox is updated each time you sync with your computer or corporate email server.

- POP3/IMAP4
  This includes email service from providers. These email accounts can be managed remotely using a wireless connection.

To set up an email account:

For an explanation on any of the setup screens, tap [icon], then **Help** [icon].

1   Tap [icon], then **Messaging** [icon].
2   Tap **Menu**, **Tools**, then **New Account.**
3   Select the email type from the Your e-mail provider drop-down list and tap **Next**.
4   Fill out the email address field, then tap **Next**.

   This will initiate auto-configuration which attempts to connect your device to your email server and automatically download the necessary email connection settings. If auto-configuration is successful you can begin sending/receiving emails straight away. If unsuccessful you will need to manually enter the settings.

5   Fill out the following fields: Your Name, User name, Password.
6   Select the Save Password check box unless you want to be prompted when you get your mail.
7   Tap **Next**.
8   From the Account type drop-down menu, select the service type that your email provider supports (POP3 or IMAP4).
9   Fill out the Name field for your email account, then tap Next.
10 Enter your email provider's server name information for incoming and outgoing mail.
11 Tap **Finish**.

8 Microsoft Pocket Outlook

This chapter describes the Microsoft Pocket Outlook programs.

- Pocket Outlook Overview
- Calendar
- Contacts
- Tasks
- Notes

Pocket Outlook Overview

Microsoft Pocket Outlook includes Calendar, Contacts, Inbox, Notes and Tasks. You can use these programs individually or in tandem with each other. For example, email addresses stored in Contacts can be used to address email messages in Messaging.

Using ActiveSync, you can synchronize information from Microsoft Outlook or Microsoft Exchange on your PC with your device. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you made on your device and PC or server and updates both locations with the latest information. For information on using ActiveSync, see ActiveSync Help on your computer.

Calendar

Calendar enables you to conveniently manage your schedules and appointments or any other activities associated with a time and date. You can schedule appointments, including meetings and other events. Checking your appointments is easy using one of several views—Agenda, Day, Week, Month, and Year. Switch display views by tapping any of the view icons on the command bar.

To open Calendar:

- Tap 🎯, then **Calendar** 📅.
  Calendar opens to today's schedule.

Tap to go to current date.

Tap to display or edit the appointment details.